



WAITAKERE RURAL FIRE AUTHORITY

FIRE PLAN

SEPTEMBER 2005



Copy Number.....

WAITAKERE RURAL FIRE PLAN

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This Fire Plan – Safety Consideration

It is important to note that the policies and procedures outlined in this Fire Plan are designed to be followed as closely as possible. However; it is appreciated that under emergency operations fire ground conditions may at times dictate actions at variance to set policies.

Officers in Charge of suppression units are reminded that the safety of public and staff and the effective control of the fire take precedence over policies.

SECTION 1

INTRODUCTION

1. Introduction

The Waitakere Rural Fire Plan is issued to meet the requirements of the Rural Fire Management, Code of Practice and the Forest and Rural Fire Regulations

This Fire Plan sets out and identifies the management structures and objectives of the Waitakere Rural Fire Authority, and, where applicable in relation to fire management, the policies of the Waitakere City Council as the Waitakere Rural Fire Authority.

The Plan outlines the policy and procedures of the Waitakere Rural Fire District (R.F.D.) with respect to the promotion and execution of fire control measures in its District.

1.1. Waitakere Rural Fire District

The Waitakere R.F.D. is wholly within the Waitakere City Council area of responsibility and incorporates the forest-covered lands of the Waitakere Ranges. Increasing urban development is occurring within the District, as people are attracted to a more rural lifestyle within an easy commuting distance of metropolitan Auckland. These include the settlements of Piha, Karekare, Waiatarua, Anawhata, Cornwallis, Bethells Valley and Waitakere Village.

The District also plays an important part in the catchment and storage of water for metropolitan Auckland, and includes large areas of public recreation, leisure and tourism.

The vegetation varies considerably with areas of comparatively volatile fuel species and developing areas of native forest. The western (coastal) areas carry particularly volatile coastal scrub with gorse and sedges a major concern. These are also areas of village development where a high recreational use and growing population pose a significant risk of fire.

The climate is also variable with rainfall on the western (coastal) area approx 1400 mm per year, the eastern approx 1000 mm while the elevated ranges receive approx 2000 mm per year. Winds are predominantly westerly and can be quite strong in exposed areas.

The fire fighting resources of the Waitakere Rural Fire Authority (R.F.A) include the four Volunteer Rural Fire Force units based at Karekare, Bethells Valley, Arataki and Waitakere Village. While the New Zealand Fire Service (N.Z.F.S) maintains stations at, Huia, Waiatarua, and Piha within the District, which are backed up with the urban stations at Laingholm, Titirangi, Glen Eden, Henderson and Waitemata.

With the considerable involvement of the N.Z.F.S. within the District, fire suppression procedures and tactics generally follow basic N.Z.F.S. standard operating procedures, with our own relevant policies overlaid where they are operationally necessary.

The management of the Waitakere Rural Fire Authority includes a number of formal agreements with outside agencies; these agreements are shown in later sections of this Fire Plan.

1.2. Responsibilities and Duties of the Waitakere Rural Fire Authority

The responsibilities and duties assumed by the Fire Authority with respect to the Waitakere R.F.D. are as follows: -

- The declaration of Restricted and Prohibited Fire Seasons.
- The appointment of Rural Fire Officers.
- The control and administration of the Fire Permit system.
- Enforcement of the Forest and Rural Fires Act 1977 and Regulations 2005.
- The detection, suppression and extinction of all fires within the District.

1.3. Administration

In order to discharge the statutory duties imposed on the Council by Section 12 of the Forest and Rural Fires Act 1977, requiring Council to promote and carry out fire control measures within its district and administer the Act and Regulations as they apply to the R.F.D., the following policy documents and agreements have been established: -

- The Waitakere Rural Fire Plan
- The Section 15 Agreement between the New Zealand Fire Service and Waitakere Rural Fire Authority
- The constitutional agreements with the Volunteer Rural Fire Forces
- The Memorandum of Understanding between the fourteen Rural Fire Authorities within the Auckland Region.
- The Management agreement between W.R.F.A. and N.Z.F.S.
- Service Level Agreement with Northern Comcen

Details of these agreements are shown on page 29 under Section 3.21

1.4. Executive Fire Committee

The Waitakere City Council has established an Executive Fire Committee consisting of the following officers of the Council to manage the daily affairs of the Rural District: -

- Chief Executive Officer
- Director: Corporate and Civic Services
- Manager: Civil Defence Emergency Management

The Principal Rural Fire Officer and the Principal Parks Ranger, Waitakere Parkland shall be ex officio members of the Committee. The Senior Station Officers of the Rural Fire Forces shall be ex officio members for discussion on any Rural Fire matter affecting their locality.

The Committee will meet as and when required and may, among other business: -

- Make decisions on local management issues.
- Review the existing fire plan and determine any changes to be incorporated.
- Review the schedule of rural fire officers and recommend new appointments where necessary.
- Review the location of fire signs.
- Make policy decisions relating to fire control within the Rural Fire District and be responsible for liaison arrangements with the following: -
 - i. Senior Officers of the three Rural Fire Forces
 - ii. National Rural Fire Authority
 - iii. The New Zealand Fire Service
 - iv. Auckland Regional Rural Fire Liaison Committee

1.5. Funding

The annual funding requirements will be presented to the Manager Emergency Management by the Principle Rural Fire Officer (P.R.F.O.) for consideration prior to December each year for Annual Plan and Budget Purposes

Funding may be sought where relevant, from the National Rural Fire Authority (N.R.F.A.) via the Grant Assistance Scheme and the Rural Fire Fighting Fund (R.F.F.F.).

Claims on the R.F.F.F. will be prepared by the P.R.F.O. in accordance with the guidelines of the Rural Fire Management Code of Practice (R.F.M.C.O.P.) and lodged with the N.R.F.A. within the time frames set.

Costs associated with N.R.F.A. Claims, prosecution actions and direct recoveries shall be met in the first instance by the Waitakere City Council.

The P.R.F.O. is required to prepare reports on any such actions with recommendations for any such direct recovery or prosecutions.

The Waitakere City Council may charge for fire protection services, either through the contracted provision of such services, or through the recovery of direct costs of fire suppression operations. The rates to be charged will follow the recommendation for charges set by the N.R.F.A.

1.6. Rural Fire Officers

The Waitakere City Council in its capacity as the Rural Fire Authority appoints by resolution, Rural Fire Officers under Section 13 of the Forest & Rural Fires Act 1977 whose warrants are signed by the Council's Chief Executive Officer. These officers may include the senior members of the three Rural Fire Forces, some council staff and trained members of the public in the rural communities (a full list of Rural Fire Officers will be found later within the Fire Plan).

Each NZ Fire Service Officer in charge of a pumping appliance is deemed a Rural Fire Officer to facilitate the fire control duties imposed by the Act, although such officers are not warranted to issue Fire Permits.

The Duties of a Rural Fire Officer include:

Ensuring that the provisions of the Forest and Rural Fires Act 1977 and the Rural Fire Regulations 2005 are complied with. In this respect, but subject to Section 58 of the Act, a Rural Fire Officer may have full use of and free access to any land, operations, and apparatus and may use all convenient means and appliances belonging thereto or connected therewith and with the assistance of the occupier as is reasonably required for facilitating the exercise of these powers.

1.7. The New Zealand Fire Service

Under the current Section 15 Agreement, the N.Z. Fire Service has accepted a major role in fire suppression in Waitakere R.F.D. This role is carried out from its Brigades at Huia, Laingholm, Titirangi, Waiatarua, Glen Eden, Henderson, Te Atatu, Waitemata and Avondale, to compliment and support the role of the Volunteer Rural Fire Forces at Arataki Bethells Valley, Karekare and Waitakere Township.

The agreement under Section 15 of the Forest and Rural Fires Act 1977, provides that the N.Z.F.S will continue its role in view of its stated plan which is to reach all areas of the Waitakere Rural District within a 20 to 30 minute period.

1.8. The Auckland Regional Council

The Auckland Regional Parklands and water catchment area occupy a large part of the R.F.D. with land vested in the Auckland Regional Council. That Council has produced its Regional Parks Fire Plan in respect of the land vested in it and under its control in the Waitakere Ranges.

The Waitakere Rural Fire Authority's rulings take precedence in the matter of rural fire fighting.

The Auckland Regional Council is involved in fire prevention and suppression to the extent of its available resources and the Arataki R.F.F. with a prime objective of early response to fires on its own land and on immediately adjacent land from which fires could threaten the Parklands. The Arataki Fire Force is designated as a resource unit rather than an initial attack crew.

SECTION 2

REDUCTION

2. Reduction

2.1. Fire Prevention Planning

The Waitakere Rural Fire Authority follows the N.Z.F.S. Fire Prevention program current throughout the City and District, to ensure a co-ordinated approach to fire prevention is taken throughout the Waitakere City

2.2. Fire Prevention

It is the policy of the Waitakere Rural Fire Authority to direct the management of fire toward to mitigation or elimination of all hazards and risks that have the potential to cause loss by fire.

This policy shall be specifically aimed at the prevention of large ecologically damaging incidents within the native forest areas of the Waitakere Ranges. With the secondary aim of minimising the overall costs of fire suppression.

The Waitakere Rural Fire Authority supports a policy of an aggressive, initial attack on all fires within the District.

The Waitakere Rural Fire Authority has in place a number of measures to mitigate the hazard to life and property from fire, these are:

- The implementation of fire restrictions.
- Monitoring the fire danger.
- Inspection of sites prior to permit issue.
- Requirement for Burn Plans for prescribed fire operations.
- Education of the public, through media, signage and talks to schools and groups.
- Liaison with other fire related organisations.
- Fuel clearance and modification.

2.3. Hazard and Risk

(In this context)

Hazard: is defined by the topography and fuel types within an area, 'the potential to burn' which provide a means of assessing the rate of fire spread and the possible size of a fire.

Knowledge of the 'Hazards' provides guidance in formulating the initial response requirements, and the difficulty of suppression actions of potential fires.

In support of Hazard Management, the Rural Fire Authority has implemented the following:

- Road- side verge inspections, problem areas identified and clearance arranged.
- Fuel modification proposals put to Council and A.R.C. for their consideration.
- Additional requirements on Fire Permits issued within hazardous areas

Risk: is defined as the uses, activities and events occurring within an area which have the 'potential to cause ignition' thus the likelihood of a fire starting. Knowledge of the 'Risks' provides guidance in formulating mitigation policies that may be necessary to minimise the chance of a fire starting.

In support of Risk Management, the Rural Fire Authority has implemented the following,

- Public awareness through Fire Signs
- Fire prevention advice through local press
- Fire control policies through the Waitakere City Council By-law

2.4. Public Education

Public education is aimed at changing the behaviour of the public through increased co-operation, awareness, and knowledge of the principals of fire prevention. This is achieved through the following avenues:

- Responsible use of fire through the local media.
- Use of Fire Signs showing the current Fire Danger levels.
- Promulgation of fire prevention literature throughout the District.
- Fire prevention displays, school visits and community group talks.

2.5. Enforcement

The Waitakere Rural Fire Authority has legislated statutory powers to control the use of fire and those activities known to cause fire, and has established standards to achieve this. Enforcement is utilised to gain compliance with those established standards.

The following policies have been established to give effect to these standards:

- Seasonal restrictions on the lighting of fires
- The adjustment of restrictions with regard to weather or other conditions which may effect the ignition or behaviour of fire
- The issue of Fire Permits during restricted fire seasons

- Implementation of Prohibited Fire Seasons when conditions dictate.
- Fire investigations, to determine cause
- Prosecution and cost recovery action

2.6. Fire Weather/ Danger Monitoring

The Principle Rural Fire Officer (P.R.F.O.) will obtain the current Fire Weather data from the following weather stations at 1400 hrs each day.

- Woodhill Forest
- Cornwallis
- Mahurangi

Hard copy information received daily from these stations will be held by the P.R.F.O. The daily readings can also be obtained through the New Zealand Fire Service (N.Z.F.S.) Northern Comcen, Liaison with the National Rural Fire Authority (N.R.F.A.) and Met Service will be on-going, to provide a base for the prediction of trends in fire danger for the District.

This information is utilised to determine the current level of fire danger for the Fire District and to provide an information base for the prediction of future trends and provide levels of alertness for R.F.O.s and fire-fighting crews.

2.7. Declared Forest Areas

There are no declared forest areas within the Waitakere R.F.D. and therefore no issues regarding "safety Margins".

2.8. Firebreak Specifications

This Fire Authority has no specific policy on the use of firebreaks

2.9. Access Requirements

This Fire Authority has no policy on access; it is the responsibility of individual landowners to ensure that access (including turning bays for appliances) is available to all parts of their property.

2.10. Red Flag Days

Should the Red Flag fire danger advisory system be implemented in the future, this Fire District will include its use as policy.

2.11. Fire Signs

A number of Fire Signs have been placed at strategic points around the R.F.D., the locations of the signs is such that the main routes into the District display the current fire danger. Fire Signs are constructed in accordance with the National Rural Fire Authority (N.R.F.A.) standards, and threshold levels are reviewed and set by the Principle Rural Fire Officer (P.R.F.O.) on a daily basis.

2.12. Prescribed Fire

The Waitakere City Council as the Rural Fire Authority discourages the use of fire as a Land Management Tool within the Fire District. In exceptional circumstances, the use of fire may be approved, but will require the issue by the P.R.F.O. of a Fire Permit that will detail the requirements for the burn and will include a Burn Plan.

2.13. Fire Protection Works

Structures that provide the infrastructure for fire suppression actions; this includes the provision of defined water supply points and the access for equipment and appliances to them. This is achieved in conjunction with the Auckland Regional Council (A.R.C.) Parks Dept and the District brigades of the New Zealand Fire Service (N.Z.F.S.).

The booklet Water Supplies showing the static water available is issued to all fire appliances operating within the Fire District.

The identification of suitable helicopter landing points throughout the District, identified by their navigational co-ordinates is also held on all appliances.

During times of elevated fire danger, the Principle Rural Fire Officer (P.R.F.O.) will consider placing an additional water tanker appliance on the pre-determined initial attendance to vegetation fires.

2.14. Bylaw No.6 1990

Waitakere City Council

BYLAW NO.6 1990

**FIRE PREVENTION BYLAW
(Incorporating Amendments)**

The Waitakere City council **HEREBY MAKES BY SPECIAL ORDER** the following bylaw pursuant to the powers contained in the local Government Act 1974 and any other Act or Authority in any way enabling the Council in that behalf:

1 SHORT TITLE

The short title of this bylaw shall be the Waitakere City Council Bylaw NO 6, 1990-Fire prevention.

2 COMMENCEMENT

This Bylaw shall come into effect from the 13th day of March 1990.

3 INTERPRETATION

In this bylaw unless inconsistent with the context.

APPROVED means approved by the Engineer.

CHIEF FIRE OFFICER has the meaning assigned to it by the Fire Service Act 1975 and, in the context of this bylaw, includes his duly authorised representative.

COUNCIL means the Waitakere City Council.

DISTRICT means the territory over which the Council has jurisdiction.

ENGINEER means the Council engineer, or any officer of the Council qualified as a registered engineer engaged in the administration of this bylaw.

GOODS means any articles, materials, or merchandise, and includes any rubbish, debris, empty or partly empty crates and other packages, shavings, hay/straw, oily rags or Waste and other flammable or combustible materials and substances.

INCINERATOR means a combustion apparatus designed, constructed, installed and operated in accordance with approved specifications.

INSPECTOR shall mean any officer of the Council so appointed and shall include a member of the Fire Service Act 1975 authorised to undertake fire safety inspections, and the Engineer.

m shall be an abbreviation for metre.

PREMISES mean both land and buildings or any part thereof.

PUBLIC PLACES includes every road, street, footpath, footway, court, alley, lane, access way and thoroughfare of a public nature or open to or used by the public as of right; and every place of public resort or place to which the public have access, so open or used; and every place of public resort for the time being.

4 FIRES IN THE OPEN AIR

4.1 No person shall, except with the consent in writing of the Chief Executive or such other person as may be authorised in writing for that purpose light or suffer or permit to remain alight or burning any fire in the open air provided such consent shall not be necessary if the following conditions are complied with.

- (a) The Fire does not burn between the hours of sunset and sunrise; and
- (b) Adequate precautions are taken to safeguard neighbouring properties; and
- (c) The fire is not lit or allowed to remain alight or burning while a heavy wind is blowing or if conditions are such that the fire is likely to spread beyond the limits of the land on which the fire is situated; and
- (d) Consent and adequate supervision is maintained while the fire is burning and all ashes are fully and properly extinguished on completion of burning; and
- (e) The fire is situated at a distance of more than 10m from any building, road or public place or more than 3m from any side or back boundary of any property; and
- (f) The fire is not allowed suffered or permitted to remain alight or burning without proper and adequate precautions being taken to prevent the fire spreading from its immediate site.

- 4.2 For the purpose of this clause of this bylaw, the words "fire in the open air" shall be deemed to include fire in an incinerator in the open air, or fire in a fireplace in the open air and the provisions of this clause shall apply thereto accordingly.
- 4.3 The provisions of this clause shall apply throughout the District including that portion of the District contained within the boundaries of the Waitakere R.F.D., save and except that when a restricted or a prohibited fire season under the provisions of the Forest and Rural Fire Act 1977 has been declared within the said Waitakere R.F.D. or any part thereof, the provisions of this clause shall not apply to the said Waitakere R.F.D. or that part of the said Waitakere R.F.D. as the case maybe, during the period that the said restrict or prohibited fire season shall be in force.
- 4.4 Notwithstanding anything in this clause of this bylaw, Council may from time to time by resolution declare that within the District (excepting that portion of the district contained within the boundaries of the Waitakere R.F.D.) or any part of the District and within any specified period of the year, no person shall light any fire in the open air unless that person has received a permit in writing so to do signed by an officer of council or by a person duly authorised by council in that behalf, such permit to be subject to such conditions as may be endorsed thereon.

5. **DELETED** (refer minute no. 3452/98)

6. **DELETED** (refer minute no. 3452/98)

7. **USE OF EXPLOSIVES**

- 7.1 In areas other than those specifically designed by the council no person shall set off or cause the explosion of any explosive material for the purpose of blasting, demolition, or for similar purposes except in accordance with the written permission of the Engineer, who shall advise the Chief Fire Officer and the police department of the conditions thereof.

8. **LIVE ASHES**

No occupier shall place or allow to be placed any live cinders or ashes in or Upon any premises other than-

- (a) In a container made and constructed of iron or other similarly fire-Resistant material so as to prevent the transmission of heat to any flammable or combustible substance, or

- (b) In a pit or upon any fire-resistant substance in a manner which will prevent the spreading of fire or heat by the action of wind or otherwise.

9. FLAMMABLE MATERIAL IN RUBBISH

- 9.1 No person shall place in any rubbish receptacle or include in any rubbish sent or intended to be sent to any plant operated or controlled by the Council for the destruction of refuse any explosives, cinematography films, celluloid, pressurised containers or any other similar highly flammable material
- 9.2 Textile or fibrous waste or rags impregnated or used in connection with oils, grease, or similar materials shall be deposited in a metal container fitted with a self-closing lid or shall be disposed of in such other manner as will provide a safeguard against spontaneous ignition.
- 9.3 Every occupier of premises shall insure that combustible waste and rubbish are deposited in fire resistant containers and regularly removed from the premises

10. DELETED (refer minute no 3452/98)

11. STORAGE OF TIMBER

- 11.1 Except as provided in clauses 11.2 and 11.3 no occupier of any premises shall permit the storage in the open of timber, firewood, wooden cases, or similar combustible material unless the distance of the stack from any boundary other than a street boundary is at least equal to the height of the stack, but in many cases not less than 1.5m.
- 11.2 A stack may be placed closer to the boundary than the distance specified in Clause 11.1 if a brick, stone, or concrete wall complying with specifications laid down in any bylaw or bylaws for the time being in force, and extending not less than 0.5m above and not less than 1.5m beyond the length of the stack, is situated between the stack and the boundary.
- 11.3 A stack may, with the written approval of the adjoining owner and of the Engineer, be placed closer to the boundary than the distance specified in clause 11.1 while any of the following conditions continued to exist -
- (a) Where there is a brick, stone or concrete wall as defined in clause 11.2 Without openings situated on the adjoining property and
 - (b) within 1.5m of the common boundary; or
 - (c) Where there are no buildings on the adjoining land.

12. STORAGE OF GOODS

- 12.1 Every occupier of premises shall take all reasonable precautions in the storage of goods to prevent or reduce to a minimum the risk of the goods causing or spreading fire, or causing danger from fire, or constituting an obstacle to the exit of persons from the premises in the event of fire, or hampering the operations of the fire Brigade in the event of the fire on the premises.
- 12.2 Where a storage of goods on any premises is likely to constitute or create a fire hazard the Council may on the recommendation of the Inspector request the occupier of the premises by notice in writing to take such steps as the Council think fit to eliminate or reduce the risk of fire. The notice shall specify the requirements of the Council and the time within which the occupier shall comply with the terms of the requisitions.

13. STORAGE OF HAY

- 13.1 No person shall
- (a) Permit the storage or stacking in the open of any hay, corn, straw, or the like unless the distance of the stack from any building, boundary, fence; street, private street, public place, or adjacent land is not less than 6m and the intervening space is at all times kept free from rubbish, refuse or obstruction of any kind.
 - (b) Permit the storage of any hay, straw or the like in any building attached to or at a distance of less than 6m from any other building unless the first mentioned buildings has a roof of approved fire resistant material and walls constructed wholly of brick, stone or concrete or any combination thereof and complying with clause 12.2 hereof.
- 13.2 The provision of clause 13.1 shall not apply in any case where agricultural produce required for the keeping of horses is kept or stored in any building used only for the purpose or in connection with a stable.
- 13.3 Notwithstanding the foregoing, no person shall permit the storage or stacking of hay in the open or in a building not conforming with that specified in sub clause 13.1 (b) where the stack or the building is less than 15m from living quarters, dwelling house, or buildings on adjacent properties.

14. BREACH OF BYLAW

14.1 Any person who shall do, or cause or allow to be done, anything in contravention of this bylaw, or who shall omit or neglect to do, or knowingly permit to remain undone, any matter or thing or requirement under this bylaw, shall be deemed to have committed a breach thereof and shall be liable accordingly.

15. PENALTIES FOR BREACH OF BYLAWS

15.1 Every person who commits a breach of this bylaw is liable to a fine not exceeding \$500.00 and, where the breach is a continuing one, then to a further fine not exceeding \$100.00 for every day or part of a day during which the breach has continued.

15.2 The Council may, after a conviction for the continuing breach of the bylaw, apply to any court of competent jurisdiction for an injunction to restrain the further continuance of the breach by the person so convicted.

16. DISPENSING POWER

16.1 Where in the opinion of the council a full compliance with any of the provisions of this bylaw would needlessly or injuriously affect any person, or the course of operation of the business of, or be attended with loss or inconvenience to any person, without any corresponding benefit to the community, the Council may, on the special application of that person, dispense with the provisions of this bylaw:

Provided that any terms of conditions (if any) that the Council may deem fit to impose concurrently with any such dispensation shall be complied with by such person as aforesaid as if such terms and conditions were requirements of this bylaw and clause 15 and 16 hereof shall in all respects apply accordingly

17. APPEALS

Any owner, occupier or other person affected by any requisition by the Council or any decision of the Inspector made in pursuance of any provision of this bylaw may within 14 days of receiving notice of the requisition or the making of the decision as the case may be, object in writing to the Council setting out the objection and offering any alternative proposal.

Section 3

READINESS

3. Readiness

WAITAKERE RURAL FIRE AUTHORITY STRUCTURE

ELECTED MEMBERS WAITAKERE CITY COUNCIL

EMERGENCY SERVICES SPECIAL COMMITTEE

RURAL FIRE EXECUTIVE COMMITTEE

Chief Executive Officer

Director: Corporate & Civic Services

Manager: Civil Defence Emergency Management

Ex officio members

Principal Rural Fire Officer

O.I.C. V.R.F.F. Units

PRINCIPAL RURAL FIRE OFFICER

Representative

Regional R.F.C.
Rural Fire E.S.C.C.

By contract

North Shore R.F.D.
P.R.F.O

Liaison

National Rural Fire Authority
New Zealand Fire Service
Dept of Conservation
A.R.C. Parks
N.W.E.S.C
Fire & Rescue I.T.O.
Waitakere Civil Defence
Others

V.R.F.F. Units

Bethells Valley
Arataki
Karekare
Waitakere

Rural Fire Officers
Fire Weather Information
Fire Prevention Measures
Equipment & Resources
Legislative Requirements

3.1. The Waitakere Rural Fire Authority

The Waitakere City Council is the duly gazetted Fire Authority for the R.F.D. and provides the administrative services as required by and in accordance with the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005. The Waitakere R.F.D. lies within the Waitakere City boundaries and comprises the 25,560 hectares (more or less) as gazetted on S.O. Plan 63494 in September 1995.

3.2. Management Structure

The Waitakere Rural Fire Authority (W.R.F.A.), through the Forest and Rural Fires Act (1977) is the responsibility of the Waitakere City Council, whose elected representatives set the overall policies of the Authority through the Council's Emergency Services Special Committee.

This Committee passes any such policies to the Executive Fire Committee who are responsible for the day-to-day management of the R.F.D.

The Waitakere Executive Fire Committee membership consists of:

- Chief Executive Officer
- Director, Corporate and Civic Services
- Manager, Civil Defence/Emergency Management

The Principal Rural Fire Officer (P.R.F.O.) shall be an ex-officio member of the Committee.

The Senior Officers of the Volunteer Rural Fire Forces are also ex-officio members for discussions on matters that affect their local communities.

The Executive Fire Committee will meet as and when required, and shall, among other business.

- Employ and direct the P.R.F.O.
- Make decisions on management policy.
- Appoint Rural Fire Officers.
- Review and approve the Fire Plan and determine any changes.
- Implement policy decisions through the P.R.F.O.
- Make recommendations to Council on fire matters.
- Provide advice to Council on fire matters.
- Review the annual budget for Rural Fire.

Liaise with;

- Senior Officers of the V.R.F.F. units.
- National Rural Fire Authority (N.R.F.A.).
- New Zealand Fire Service (N.Z.F.S.).
- Regional Rural Fire Committee (Auckland).
- Neighbouring Rural Fire Authority's.
- Others

3.3. Responsibilities and Duties of the Waitakere Rural Fire Authority

The responsibilities and duties assumed by the Fire Authority with respect to the Waitakere R.F.D. are as follows: -

- The declaration of Restricted and Prohibited Fire Seasons.
- The appointment of Rural Fire Officers.
- The control and administration of the Fire Permit system.
- Enforcement of the Forest and Rural Fires Act 1977 and Regulations 2005.
- The detection, suppression and extinction of fires.
- Public education in respect to the safe use of fire.
- Promulgate the Rural Fire Plan.

3.4. Policy and Contractual Agreements

In order to discharge the statutory duties imposed on the Council by Section 12 of the Forest and Rural Fires Act 1977, requiring Council to promote and carry out fire control measures within its District and administer the Act and Regulations as they apply to the R.F.D., the following policy and contractual documents have been signed: -

- The Waitakere Rural Fire Plan
- The Section 15 Agreement between N.Z. Fire Service and Waitakere Rural Fire Authority.
- The Memorandum of Understanding between the Rural Fire Authorities of the Auckland Region.
- The Management agreement between W.R.F.A. and N.Z.F.S
- Constitutional Agreements with the V.R.F.F. Units.
- Service level agreement with the Northern Comcen
- Auckland R.I.M.T. agreement.

NB: Copies of these agreements can be found as an annex of this section.

The Waitakere City Council holds copies of these agreements at the Civil Defence E.O.C., 7 Elcoat Ave Glendene, and are available for inspection by the public during normal working hours.

3.5. Appointments

The Waitakere City Council shall employ and appoint a suitable person as Principal Rural Fire Officer (P.R.F.O.) who will hold the relevant qualifications for the position, and; who will continue to attend further training sessions and workshops to remain current in both knowledge and skill.

The P.R.F.O. will be responsible for the planning and management of the daily affairs of the R.F.D., and will ensure that the policies and directives set are carried out fully.

The P.R.F.O. will recommend the appointment of Rural Fire Officers (R.F.O.) to assist in the management of the District. All R.F.O must have attained the appropriate NZQA Unit Standards for the position prior to appointment.

Senior Officers of the V.R.F.F. units will be appointed as R.F.O.s to provide the authority to act fully in the suppression of fires. These Officers are encouraged not to issue Fire Permits within their own areas, to avoid any conflict of interest.

Officers of the New Zealand Fire Service (N.Z.F.S.) in charge of pump appliances operating within the R.F.D. are deemed Rural Fire Officers (R.F.O.) for suppression purposes only.

All Rural Fire Officers are warranted by the Waitakere Fire Authority and shall present their warrants as proof of their authority when required.

The Principal Rural Fire Officer shall be the Waitakere Rural Fire Authority's prime representative on the Auckland Regional Rural Fire Committee.

3.6. The Duties of a Rural Fire Officer include:

Ensuring that the provisions of the Forest and Rural Fires Act 1977 and the Regulations 2005 are complied with.

In this respect, but subject to Section 58 of the Act, a Rural Fire Officer may have full use of and free access to any land, operations, and apparatus and may use all convenient means and appliances belonging thereto or connected therewith and with the assistance of the occupier as is reasonably required for facilitating the exercise of these powers.

3.7. Rural Fire Officers Training

The Waitakere Rural Fire Authority as the responsible Authority will endeavour to ensure that the skill level requirement for Rural Fire officers, as defined by the Rural Fire Management, Code of Practice is complied with.

To meet this aim, Rural Fire Officers are expected to undergo specialised training courses to NZQA specific levels provided by the Authority

3.8. Schedule of Rural Fire Officers

Principal Rural Fire Officer - Peter Barber 09 837 0790
Pager 026 113 340
Cell 021 582 744

Deputy Principal Rural Fire Officer - Bill Morley 09 8370790
Cell 0212854235

Waitakere Rural Fire Officers

Warwick Maxwell C.F.O	09 810 8040
Peter Burlingham D.C.F.O.	09 810 8664
Ben Beattie C.F.O.	09 810 9791
Mark Allan R.F.O.	09 810 9150
Kevin Fergusson C.F.O.	09 812 8153
Kubi Witten-Hannah R.F.O.	09 812 8851
John Jull R.F.O.	09 810 9663
Karl Nuttall E.M.O	09 837 0790
Brandon Guttery E.M.O	09 837 0790

New Zealand Fire Service

Officers in charge of pump appliances are deemed to be Rural Fire Officers of the Waitakere Rural Fire Authority for suppression purposes only.

Auckland Regional Parks Rangers

24 Hour emergency number, Arataki Visitor Centre (for Rangers):

Tel: 09 817 0089 or Duty Supervisor pager: 026 2422680

NB: Senior Rangers have full delegated authority in the absence of the Principal Ranger.

3.9. Waitakere Rural Fire Authority Fire Suppression Units

Bethells Valley Pump	7751	Bethells Valley Tanker	77511
Waitakere No 1 Pump	7771	Waitakere No.2 Pump	7772
Karekare Pump	7731	Arataki Resource Unit	
Waitakere Rural Command		Waitakere P.R.F.O.	

3.10. Volunteer Rural Fire Forces

The Waitakere Rural Fire Authority has established Volunteer Rural Fire Force (V.R.F.F.) units at Karekare, Bethells Valley, Waitakere Village and Arataki.

These units are registered with the National Rural Fire Authority (N.R.F.A.) as duly constituted units.

Each of the Fire Force units operates under the provisions of a constitutional agreement with the Waitakere Rural Fire Authority.

Personnel are covered by the appropriate insurance policies, payment for which is made annually by the Authority.

Staff training is programmed by the Principal Rural Fire Officer (P.R.F.O.) who will be responsible for ensuring that training levels meet the requirements of the Regional Fire Management Code Of Practice (R.F.M.C.O.P.)

With regard to the risk factors of the response areas covered by the units, generic fire training will also be programmed to provide the skill levels which are necessary for the safety of staff and for the protection of life and property within the District.

Training levels will be aligned to the N.Z.Q.A. system of Unit Standards.

3.11. New Zealand Fire Service Fire Suppression Units

Avondale Pump	601	Laingholm Pump	701
Rescue Tender	607	Piha Pump	761
Te Atatu Pump	661	Titirangi No. 1 Pump	691
Waiaatarua Pump	711	Henderson No. 1	651
Henderson R.T	657	Waitemata No. 1 Pump	671
Huia Pump	721	Waitemata No. 2 Pump	672
City Command Unit	2014	Balmoral Canteen Unit	6118
Glen Eden Pump	641	Titirangi No 2 Pump	692