



## **PRFO ANNUAL REPORT**

**1 JULY 2009 - 30 JUNE 2010**

### **TO SOUTHERN RURAL FIRE COMMITTEE**

**Meeting Date:** 22 SEPTEMBER 2010

**Subject:** PRFO ANNUAL REPORT TO THE SOUTHERN RURAL FIRE COMMITTEE

**File No.:** 160/15/3/1

Report by Mr M Grant dated 3 September 2010.

#### 1. **SUMMARY OF REPORT**

This report summarises the main achievements recorded by the Southern Rural Fire Authority over the last year, being the seventh year of operation. Achievements are reported against Statement of Intent Key Performance Indicators (KPI). A table summary is provided in Appendix 1.

#### 2. **REPORT**

##### 2.1 **Readiness**

On 28 August 2009 the Board approved and adopted a reviewed Fire Plan. The Forest and Rural Fire Regulations, Regulation 40 states the Readiness and Response sections of Authorities Fire Plans adopted under Regulation 39 must be reviewed not more than two yearly and the in relation to the Reduction and Recovery sections not more than five years after the plan was adopted. The Authority reviews the Response section annually and the Readiness section two yearly.

Five formal agreements exist for the provision of fire and medical services. These are:

- (a) Section 15 (Forest and Rural Fires Act 1977) Fire Protection Agreement between the NZ Fire Service Commission and the Authority - sets out obligations of both parties with respect to fire response, equipment use, limitations of expenditure and training. As of 30 June 2010 this agreement was being renegotiated and updated.
- (b) Memorandum of Understanding between NZ Fire Service Southern Region and the Authority - to facilitate enhanced cooperation for administrative and operational matters. This MOU is being considered in conjunction with negotiations over the Section 15 agreement.

- (c) Memorandum of Understanding between NZ Fire Service, St John and the Authority - details protocols for response to medical emergencies by VRFFs.
- (d) Memorandum of Understanding between members of the Otago Southland Regional Rural Fire Committee - for mutual assistance.
- (e) Purchase agreement between the NZ Fire Service Commission and the Authority - to access the enlarged rural fire districts Administration Grant, signed in June 2010.

Other agreements exist for the provision of administrative services with Southland District Council, training services with Telford Rural Polytechnic, building lease at Blackmount, financial loan with Community Trust of Southland, siting of a remote weather station with Grant and Hilary McGregor and tanker ownership and operating with the Mossburn VFB.

Negotiations commenced with NZ Fire Service to renew our Section 15 agreement. While the agreement was close to signing, clarification is being sought on standards relating to RFA fire appliances used by Fire Service personnel and housed at fire brigade stations.

Eight Volunteer Rural Fire Forces (VRFF) are registered to the Authority at Garston, Athol, Milford Sound, Blackmount, Drummond, Hedgehope, Waikawa and Beaumont. These VRFFs are trained for and attend different types of incidents including vegetation, structure and mobile fires, motor vehicle accidents (MVA) and initial medical response activities to time critical/life threatening medical incidents on behalf of St John.

Staff attended up to two training sessions with each of the VRFFs during the period in addition to Annual General Meetings (AGM). Regular liaison and support was also ongoing in the areas of equipment maintenance, regional training opportunities and incidents.

Four members of the Board attended a Governance course run by NZIM in Invercargill. Feedback was extremely positive and it is planned to have other members attend next year.

An independent contractor carried out a self assessment of the NRFA performance Assessment Criteria (PAC) audit. The contractor is of the opinion that generally we are well compliant in most areas. However work will be undertaken during the next year, prior to an NRFA audit in 2011-2012, to develop documented procedures and processes where these are lacking.

Southland District Council Councillor, Brian Drummond, officially opened the new Drummond VRFF Fire Depot in October 2009. The force had been operating from various locations for approx. 13 years and had been considering options for a permanent base. Approval was granted from Southland District Council to build on land adjacent to the Drummond hall to house a 4WD ute, equipment trailer and PPE for the VRFF members.



**Photo: Councillor Drummond and Controller Jim Ford officially opening the fire depot**

Construction commenced on a new fire station for the Blackmount VRFF who have leased the workshop currently used by the team for approx. 15 years. The purpose designed fire station is being built on land donated by one of the members. The project was made possible through significant grants and donations received from Community Trust of Southland, Meridian Energy, Transpower and National Rural Fire Authority with Dongwha Patina donating MDF board for wall lining. Members of the team assisted during planning stages, construction, onsite project management, supply of machinery and landscaping. The building will be completed and officially opened during the 2010-11 financial year.



**Photo: Blackmount VRFF fire depot construction as at August 2010**

A register of commercial and industrial buildings in the District is maintained and data is provided annually to the Fire Service.

The PRFO has continued involvement on several committees including the Forest Owners Association Fire Committee and Telford Polytechnic Fire Rescue Advisory Committee (Chair). The DPRFO continued involvement on the FRFANZ Committee.

### 2.1.1 Finance

Draft financial statements for the year ended 30 June 2010 are provided as a separate report. These are in the process of being audited by Audit NZ as required of Council Controlled Organisations.

It is pleasing to report a net surplus for the year of \$182,000 against budget of \$4,685. Primarily this has been achieved through an increase of \$80,000 in grants received and fire suppression recoveries of \$62,000.

Approximately \$100,000 was received by the Authority in Grant Assistance from the NRFA for PPE, equipment purchases, water tanker, RAWs calibrations and the Blackmount fire station.

Grants of \$110,000 were received towards the Blackmount VRFF fire depot construction. This allows the Authority to complete the project on budget without having to utilise reserve funds.

In mid June 2010 the Authority and the NZ Fire Service Commission signed a purchase agreement for the provision of an annual Enlarged RFD administration grant to the Authority. The agreement is for a five (5) year period and sets out the KPI the Authority is required to meet in order to receive the annual grant payment of \$91,000.

The Authority 2010-2013 Statement of Intent was approved by the Board and released for public consultation. No comments were received.

### 2.1.2 Equipment

A third truck cab and chassis was purchased through the Richardson Group for conversion into a water tanker based on our standard design. At the end of the period the tanker was waiting for a radio to be installed prior to commissioning at Riversdale.

Fire equipment and depot audits were undertaken at all locations where Authority equipment is located. The DPRFO reported that all equipment was tested to national standards with very few issues found. Equipment was reported to be maintained in better condition than found in past years.

Hose cleaning and testing was carried out by the Department of Conservation Fire Centre in Clyde as the Authority is currently not in a position to undertake this work.

Roll out continued on the Authority capital plant replacement programme including the construction of a third tanker and retrofitting of others.

A draft report looking into technical requirements and vehicle options for replacement of light rural appliances and light 4WD vehicles currently in use with VRFFs was written. Further work will be required in 2010-2011 before a decision is finalised for future direction in this area.

### 2.1.3 Training

Over 300 people are recorded on the District training database. A comprehensive training programme was developed which identified specific training requirements necessary for each agency and individual to meet target positions. Significant progress was made in this area over the year. The Authority took advantage of opportunities for personnel to attend Telford Rural Polytechnic courses and also to run in-house courses through Telford.

The following table shows the number of personnel holding a selection of unit standards.

|                    | <b>Unit Standard</b> | <b>No 2004</b> | <b>No 2005</b> | <b>No 2006</b> | <b>No 2007</b> | <b>No 2008</b> | <b>No 2009</b> | <b>No 2010</b> |
|--------------------|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Firefighter</b> | 3285                 | 207            | 243            | 184            | 205            | 203            | 198            | <b>236</b>     |
|                    | 3286                 |                |                |                |                |                | 125            | <b>137</b>     |
|                    | 3287                 |                |                |                |                |                | 92             | <b>114</b>     |
|                    | 3268 or 21417        | 136            | 146            | 108            | 99             | 99             | 114            | <b>158</b>     |
|                    | 3270                 |                |                |                |                |                | 100            | <b>143</b>     |
|                    | 497                  | 0              | 19             | 19             | 24             | 23             | 49             | <b>73</b>      |
|                    | 14555                | 0              | 7              | 27             | 27             | 25             | 25             | <b>45</b>      |
|                    | Response Driver      |                |                |                |                |                | 25             | <b>43</b>      |
| <b>Crew Leader</b> | 3291                 | 43             | 44             | 43             | 46             | 51             | 54             | <b>55</b>      |
|                    | 14564                | 23             | 26             | 44             | 45             | 41             | 53             | <b>54</b>      |
|                    | 3290                 |                |                |                |                | 7              | 14             | <b>13</b>      |
|                    | 17279                |                |                |                |                |                |                | <b>66</b>      |
|                    | 3288 or 20388        |                |                |                |                |                | 41             | <b>43</b>      |
|                    | 20386                |                |                |                |                |                | 3              | <b>3</b>       |
|                    | 17593                |                |                |                |                |                | 29             | <b>49</b>      |
|                    | 4573                 |                |                |                |                |                |                | <b>55</b>      |
| <b>Management</b>  | CIMS Level 4         | 18             | 21             | 19             | 19             | 17             | 21             | <b>23</b>      |
|                    | RFO 3302 or 20399    |                |                |                | 48             | 44             | 49             | <b>58</b>      |
|                    | 3298 or 20396        |                |                |                |                | 4              | 4              | <b>4</b>       |

Three very successful days activities were undertaken during the annual Borland training camp carried out from 18-20 November. This year, the focus was on Logistic support, IMT and Crew Leaders over separate days. A very interactive and practical set of exercises was designed for the logistic support personnel and a challenging simulated exercise based on a fire occurring on Bluff Hill for the IMT personnel. Personnel attending the IMT and Crew Leader days were also introduced to Human Factors affecting decision-making at fires and success factors that drive High Reliability Organisations (HRO), both being subjects researched by the Bushfire CRC.

All activities undertaken at Borland were designed to complement the Authority training programme for individuals target positions. An additional bonus was the interaction of people from agencies during all activities resulting in an increased level of understanding about the structure and operations of the Authority.

Two multi agency regional IMT training exercises were coordinated by the Otago/Southland Regional Rural Fire Committee for Otago and Southland RFA personnel. The first was in August (Clyde) and the second in February (Ranfurly) with ten Authority personnel taking part in each exercise. The Ranfurly exercise and training incorporated regional and national IMT personnel and involved a simulated evacuation of Naseby township based on a local evacuation plan for the area. These exercises provide an opportunity to learn skills necessary to manage complex incidents while working alongside personnel from other allied agencies and organisations.

An Occupational Health Nurse was contracted to undertake health checks as part of the Health and Fitness programme. All VRFFs completed the medical tests as did some agency crews and those on the seasonal firefighter register. Margaret commented at the high fitness levels of personnel to what she had expected. Pack tests were commenced but require to completion during the next year.

The PRFO attended the AFAC conference and a workshop on "Protecting Firefighters" in Gold Coast in September. He also gave a presentation on Aerial Firefighting in NZ to the Aerial Firefighting Australian Conference.

There were several very good presentations on research into Human Factors, some of which were incorporated into level 4 CIMS courses and Authority IMT training opportunities during the later part of the year, including:

- Making safer decisions using a High Reliability Organisation (HRO) approach.
- Firefighter health and safety including fatigue management, hydration and fitness.
- How healthy is CIMS with regard to communications and connecting between the various management levels in the incident structure.
- Carrying out a 'Pre-mortem' to look for vulnerabilities before they happen.

Training for helicopter and fixed wing pilots involved in fire suppression operations in Southland and Otago continued. It is hoped the region will be in a position within the next year to utilise the services of only those pilots that have completed targeted training.

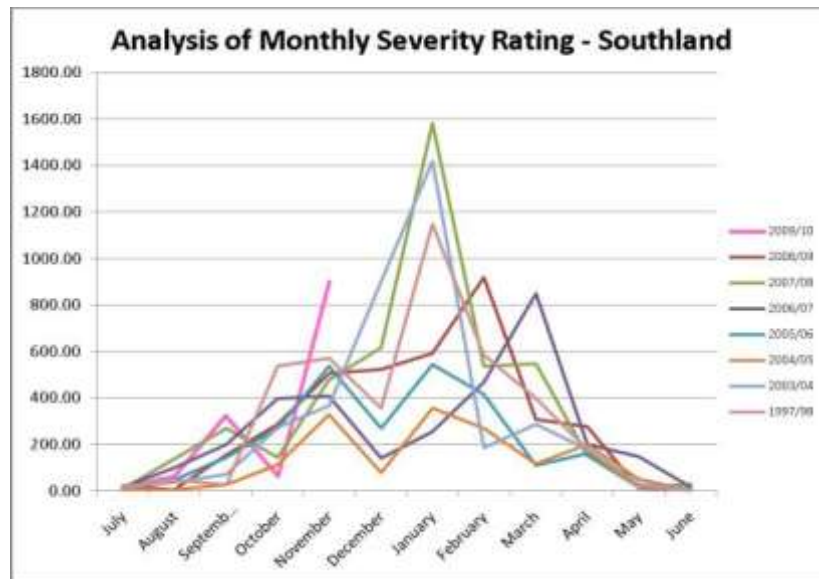
Four (4) teams from Hedgehope and Blackmount VRFFs entered the Otago Southland Wajax firefighting competitions held in March in Middlemarch. Competitions provide excellent training by placing fire fighters under pressure to perform safely and consistently. For some this was their first time participating and overall teams performed very well.

## 2.2 Reduction

During the early part of the fire season (October 2009) Severity ratings for Southland and Otago were well advanced compared to previous seasons and reached levels that would normally be experienced in December and January. Subsequent drying and curing of fuels occurred rapidly.

In conjunction with Central Otago DC and DOC Otago, a joint Fire Ban was imposed across all areas in Central Otago on 28 November 2009 and this was not lifted until 6 March 2010. A Restricted Fire Season was put in place for the remainder of the RFD also on the 28 November 2009 and this was lifted on 28 April 2010.

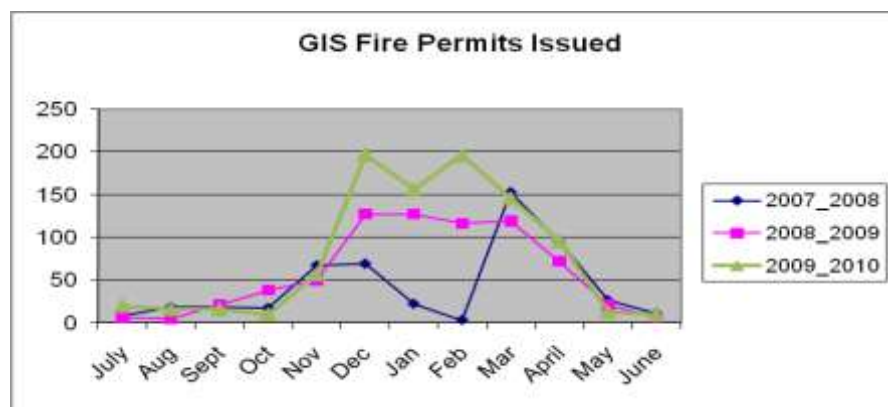
Early December saw fire dangers across the RFD rise very quickly (as shown in the following graph) before a period of regular fronts brought significant rain, reducing fire dangers until mid January 2010 when there was a period of more settled weather. December recorded the second lowest number of vegetation fires in seven years and the highest number of structure fire incidents.



Three Fire Prevention (Vegetation) Bylaws were reviewed for Southland District Council, Gore District Council and Invercargill City Council respectively. These bylaws, made under the Local Government Act 2002, are for the purposes of preventing the spread of fires involving vegetation in urban areas. Consideration was given to the Authority establishing one bylaw under the Forest and Rural Fires Act to cover the three TLA areas. This was not possible as the Authority does not have jurisdiction across Urban Areas, so a decision was made to retain the bylaws under the Local Government Act.

There were 1009 fire permits requests received and 708 permits issued through the GIS permit system compared to 708 the previous year and 508 issued in 2007/08. Permits were issued within five (5) working days 99% of the time.

A significant financial investment (approx \$21,000) was made to upgrade the GIS fire permit system. The enhancement automatically generates an aerial photograph showing the approved permit location and attaches the image to the fire permit. The Authority policy/procedure for issuing fire permits was also reviewed and updated.



Graph: Number of fire permits issued on GIS system

A survey involving people who had applied for a fire permit during the 2009 year found that people were generally happy with the fire permit process. The residents selected randomly from each of the Authority's 16 geographic zones were telephoned over three weeks in February 2010. 320 completed the survey, 21 declined and 54 were unable to be contacted, giving a response rate of 81% and a margin of error of 5.5%. More than 80% of respondents were happy with the ease, timeliness, staff helpfulness and understanding of the information for permitting. A separate question asked who was responsible for fire suppression costs. 72% of respondents said it was solely the person who lit the fire that was responsible. While this is a good response the Authority will work to increase the awareness around liability.

Zilt Technologies were contracted to upgrade and develop the Authority web page at a cost of \$3,500. The development has brought the page layout into a more user friendly format that can be maintained by staff.



**New SRFA home page**

The Waimumu Field days in February provided an opportunity for the Authority, Otago RFAs and the NZ Fire Service to combine resources and build a joint display. Focus was on machinery fires, hedge fires and defensible space around structures. Everyone involved commented that this was the most successful display from a public interest standpoint compared to previous years.

The Authority is jointly hosting a research project looking at ways to engage rural communities in Southland. This project, which is being coordinated by two Wellington researchers, commenced in April 2010 and will run for a 12 month period. Three case study communities were selected (Otatara, Otautau, Awarua). While the project will specifically be looking at issues surrounding structure and vegetation fire awareness, outputs will include an evaluation of a range of community engagement processes and guidelines for effective community engagement in rural areas.

**2.3 Response**

There were (363) incidents recorded in the District or where Authority resources attended incidents within neighbouring Authority’s areas, up (33) from the previous year and down (82) from the 2007/08 year.

Of the 363 incidents 43% (156 incidents) were property (structure or vehicle) fires (down 2% of total incidents from last year) and 146 incidents (40%) were vegetation fires (down 2% of total incidents from last year). Of the vegetation fire incidents 49 (34%) required no suppression action as they were under control (this is up from 31 incidents or 22% during the 08/09 year). 20 incidents (3%) involved our Volunteer Rural Fire Forces or resources attending MVAs (up 12 incidents from last year and 1 from the 2007/08 year). Six of our VRFFs attended 22 (up 4 from 2008/09 year) medical incidents (6% of total incidents) on behalf of St John.

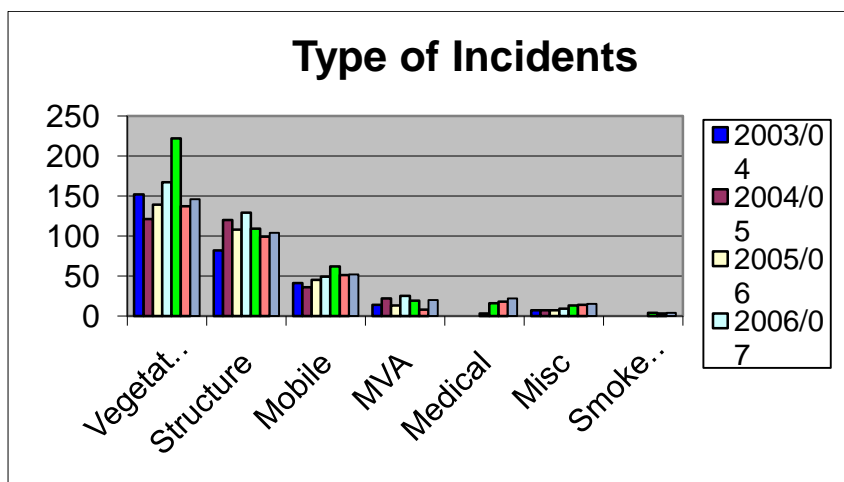
A major fire occurred in regenerating native vegetation on 23 October 2009 on the Tiwai Peninsula where an area of 930 hectares of Department of Conservation reserve was burnt. This fire was reported at 4.20 pm on the Friday of Labour Weekend and was resourced throughout the weekend using a variety of Authority agency crews and volunteers. Two investigations were initiated, one to look into the cause and one to ascertain responsibility. It was determined the fire was caused as a result of carbon or metal fragments being discharged from a tractor exhaust system. Fire suppression costs were subsequently recovered from the responsible party’s insurer.

Another major fire in the Rarakau area occurred on 27 February 2010, taking several days to contain and over two weeks to control using resources from nearly every Authority agency. The Point of Origin was found but unfortunately no cause was established and no responsible party identified.

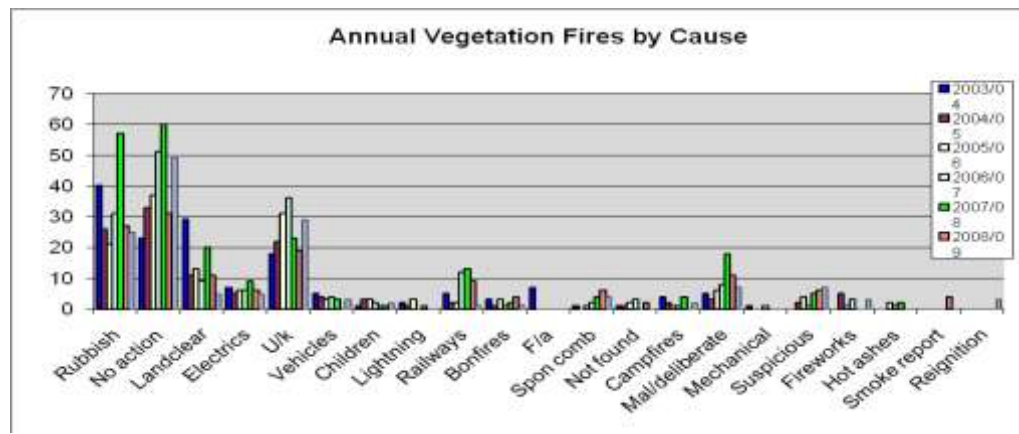
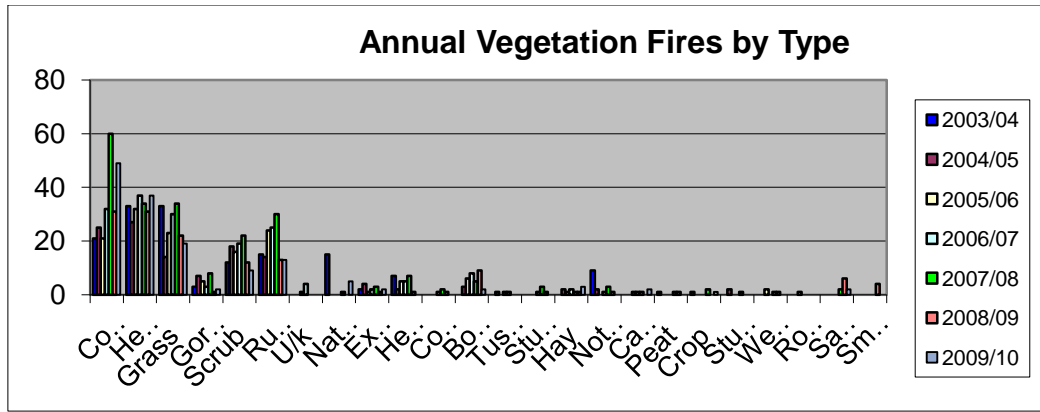
One forestry fire fighting crew and one IMT member were deployed to assist with the major Mt Allan fire in Otago.

Total fire suppression costs for the year were \$372,000 compared with \$489,497 for the previous year and fire cost recoveries \$434,000 compared with \$536,947.

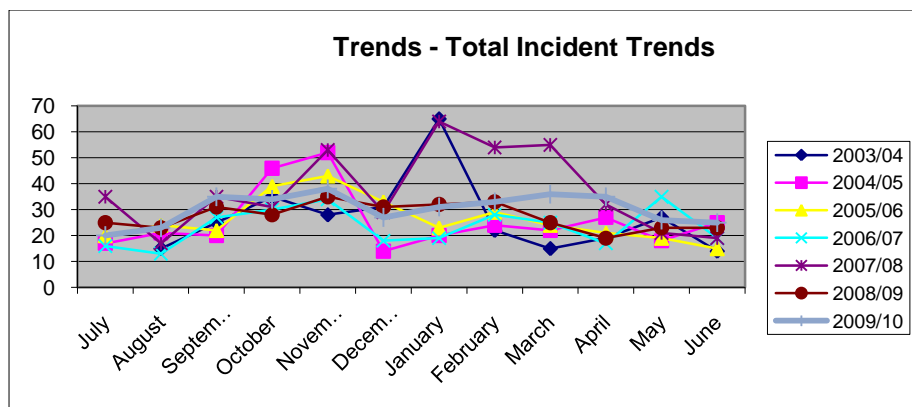
The following graph shows the incident types reported for the last seven years.

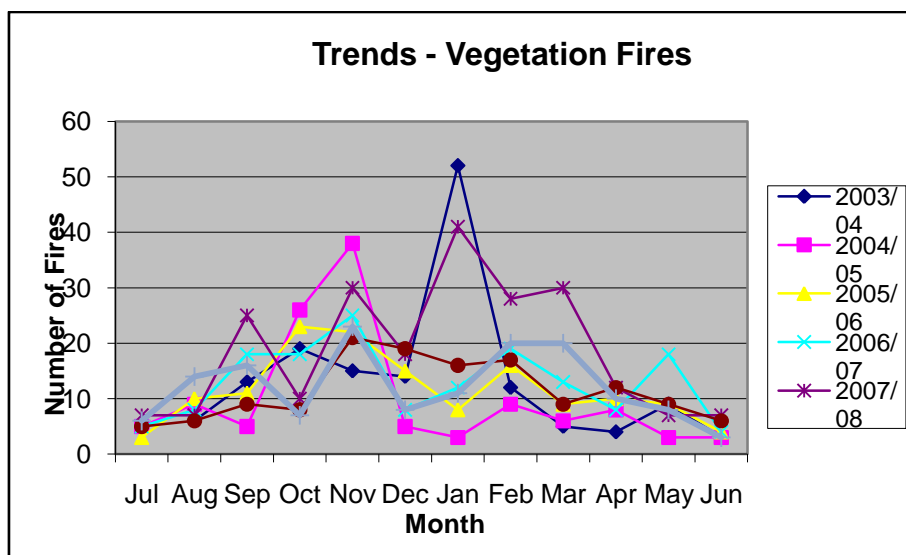


The following two graphs show the vegetation fires by type and cause for the last seven years.



The following graphs show the trend lines for total incidents and vegetation fires over the last seven years.





## 2.4 Recovery

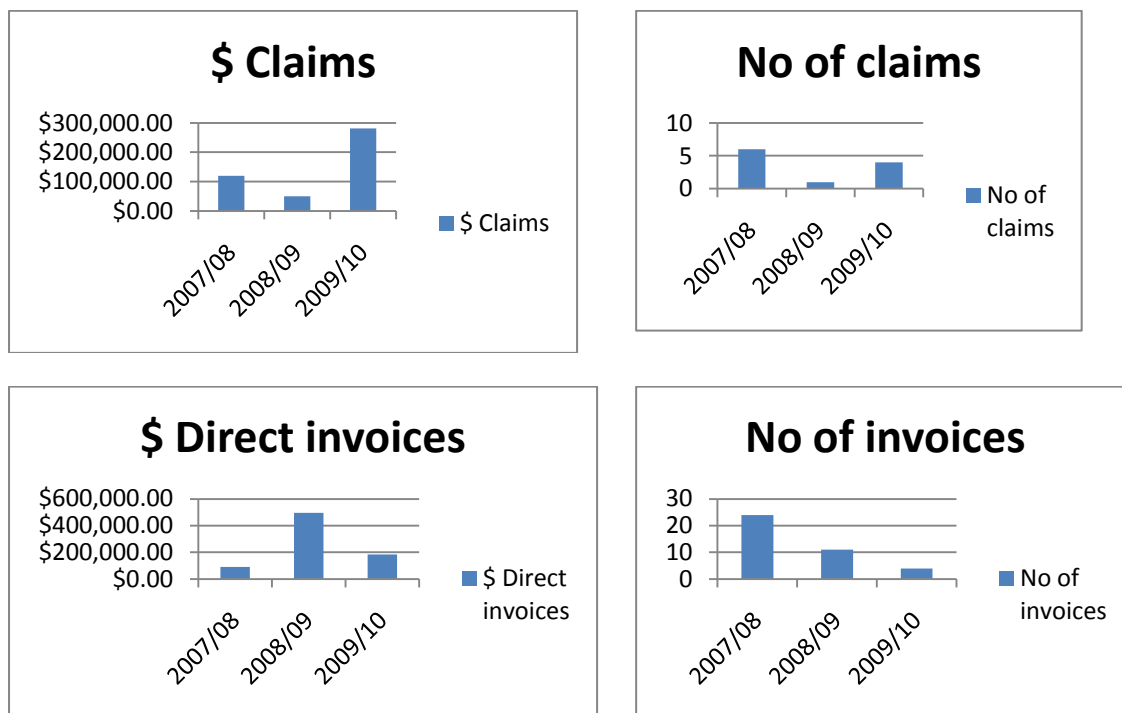
The Authority takes Health and Safety issues very seriously. No significant injuries occurred to firefighters under our control. This is partly due to the robust systems in place and an improvement in training levels of personnel.

No incidents triggered the requirement to undertake an Operational Review while the Tiwai Peninsula and Rarakau fires were formally debriefed. Neil Cruikshank (Manager, Emergency Management Southland) chaired the Tiwai debrief, commenting that the fire suppression appeared to have been well coordinated and run.

Formal investigations were carried out for the two major fires with several lower level investigations completed where necessary for other incidents.

Two charges were laid in July 2009 against the property owner responsible for causing the Holz Road fire in December 2008. Charges relate to 'lighting a fire without a fire permit' and 'leaving a smouldering fire unattended'. Unfortunately two separate court adjournments meant that the case will not be heard until August 2010.

Cost recovery action was instigated for all fires where fire suppression costs could have been recovered. Claims (4) totalling \$281,529 were lodged on the NRFA Rural Fire Fighting Fund (RFFF) while \$185,125 was recovered directly from responsible parties (4). All costs associated with the Tiwai Peninsula fire were eventually recovered directly while costs associated with the Rarakau were claimed on the RFFF.



## 2.5 Other Issues

The NRFA hired a contractor to undertake a SWOT analysis for the formation of Enlarged RFD's in the Otago region. Several members of the Board and the PRFO were interviewed as part of the SWOT which made comparisons between Southern RFA, South Canterbury RFA and current RFAs in Otago. The Authority Chairperson was appointed to represent our forest owners on a steering committee looking at ERFD options for Otago.

Board members and the PRFO met with the Minister of Internal Affairs Hon Nathan Guy and Deputy Prime Minister Hon Bill English in March 2010. The Minister had requested a briefing on the Authority structure and operations in relation to establishment of enlarged RFDs.

Three representatives from Northland RFAs visited in early May to learn about how the Authority functions as an ERFD. The delegation was most appreciative of time spent with them by Board members and others.

## 2.6 Summary

This has been a challenging year for the Authority. While all Statement of Intent targets were not met, significant progress was achieved across all key functional areas.

Last year I commented that the Authority had much to offer the rural fire industry nationally in moving forward towards enlarged RFDs. Board members and staff has gone out of their way throughout the year to advocate the advantages that ERFDs can accrue, not only for rural fire authorities but more importantly for communities. There is a common mis-belief that "it only works in Southland because of the people involved". While we are moving to address succession at both Board and staff levels, we need to continually strive to develop robust systems that will survive people. Continued support for the national ERFD strategy is important even though it will tie up significant resources from time to time. Our Chairperson has recently been appointed to the steering group that is considering ERFD options for Otago.

Whatever result eventuates from that process, the Authority will be impacted through the considerable land holding under our jurisdiction (approx 82,000 hectares), particularly in the Clutha District. We must take full part in the process in order that our current stakeholders, who are affected, can retain the best protection for their estate.

2010-2011 will bring further changes for the Authority with a new staff position created. This will allow us to spread operational workload and put more focus into community education/public awareness, operational planning and volunteer support among other things. An independent member will also be appointed to the Board.

My thanks go to everyone involved for the dedication and commitment. The secretarial team at Southland District Council, particularly Perry Fergusson have again provided excellent administrative support to the Board, Operations Subcommittee and PRFO which is much appreciated.

Our Authority would not be in the strong position that it is without a united Board, staff, stakeholders and volunteers. This commitment and support is the foundation that will provide strength for the Authority to move forward with confidence whilst tackling all the challenges 2010-2011 will bring.



Mike Grant  
**PRINCIPAL RURAL FIRE OFFICER**

**Appendix 1: Summary of Achievement against 2009-2010 SOI KPI**

| <b>Level of Service</b>  | <b>Key Performance Indicator</b>   | <b>Our Target</b>             | <b>Source</b>                                   | <b>Achievement at 30 June 2010</b>  |
|--|--|-------------------------------|---|---|
| <b>Quantity</b>  |  |                               |   |   |
| Provide Rural Fire organisation and resources that are adequate to manage fire events anticipated within the SRFD.                         | Number of rural fire personnel   | No less than 250 <sup>1</sup> | Southern Rural Fire Authority training register | Approximately 397 personnel.  |
|  | Equipment resource levels meet NRFA standards  |                               | Confirmed by NRFA audit                         | No NRFA audit undertaken since 3/09.  |
| <b>Access</b>  |  |                               |   |   |
| Provide rural fire services throughout the District, except for Urban Fire Districts, via a unified but distributed organisational system. | Organisation and resources are adequate for the level of response required within the SRFD |                               | Confirmed by NRFA audit                         | No NRFA audit undertaken.   |
|  | VRFF's are established, registered and supported in accordance with the NRFA standards     |                               | No. of VRFFs                                    | Eight VRFFs registered.   |
|  | Review relationship with volunteers and report by 30 November 2009                         |                               | Date completed                                  | No formal process undertaken, positive comments from volunteers, two volunteers attended FRFANZ conference in August 2009   |
| <b>Management</b>  |  |                               |   |   |
|  | Review present structure, review out-sourced versus in-house staffing by 30 September 2009 |                               | Date completed                                  | Progressing, ERFD project by NRFA is influencing project, intention to complete by April 2010. Outline to Board in May and Board approved new position July 2010. |
|  | Succession plan for Board and staff is developed by 30 September 2009                      |                               | Date completed                                  | No formal plan developed, alternate reps identified. Staff succession dependant on structure recommendations above.   |
|  | Develop relationships with new funding agencies  |                               | Date completed                                  | CTOS, Transpower and Meridian Energy provided grants to Blackmount VRFF depot project.  |
|  | Develop a national presence and participate in everything possible at a national level     |                               | Monthly reports                                 | Achieved and ongoing.   |

| Level of Service   | Key Performance Indicator   | Our Target   | Source   | Achievement at 30 June 2010  |
|--|---|--|--|--|
|  | Design and circulate a newsletter to stakeholders and community twice a year in October and April   |  | Date completed   |  |
|  | Promote the SRFA brand - with consideration given to naming, signing, clothing and more presence  |  | Public Awareness Plan reviewed by 1 September annually | Plan not formally reviewed. All opportunities taken to sell brand.   |
| <b>Reduction</b>   |   |  |  |  |
| Provide public education on fire risks, risk reduction and fire event readiness. | Number of public education initiatives completed <sup>2</sup>   | One leaflet drop<br>650 radio slots<br>10 education visits | File Quarterly Report                                  | 4 x articles in SDC ratepayer newsletter, 400 radio slots with 250 over Christmas holiday period. Agreement with Southern Rural Life community newspaper for ongoing columns of current interest. Display at Waimumu field days. |
|  | Maintain SRFD web page  |  | Web page hits  | New web page completed and live in April 2010.   |
|  | Include an education plan as part of the Public Awareness Plan by 1 September 2009  |  | Date completed   | Included in Public Awareness Plan.   |
|  | Decreasing number of rural fire vegetation calls  | 65 <sup>4</sup>  | Quarterly Report                                       | Fluctuating statistics - overall an increase in vegetation fires but an average trend.   |
| Identify, assess and manage the fire risks presenting a threat in the SRFA area. | Investigate options for undertaking a RAMS type project by 30 November 2009. Then complete an implementation plan for the RAMS project outcomes by 30 June 2010 |  | Date completed   | Unable to start project until NRFA complete process.   |
|  | Implement Restricted or Prohibited Fire Seasons based on current fire danger as specified in the SRFD Fire Plan   |  | System records   | Restricted Fire Season implemented 28 Nov and lifted on 28 April 2010. Prohibited Fire Season implemented for Naseby zone 28 November and lifted on 6 March.   |

| Level of Service             | Key Performance Indicator  | Our Target | Source  | Achievement at 30 June 2010   |
|------------------------------|--|------------|---|---|
|                              | Support the newly formed Milford Sound Emergency Response Team. Implement a coordinated emergency response plan/system in conjunction with Civil Defence, Environment Southland, Police, Fire Service and medical agencies by 30 November 2009 |            | Date completed                                  | Ongoing activities and planning/training.   |
| Manage a fire permit system. | Include relevant and appropriate information with fire permits issued  |            |   | Achieved.   |
|                              | Make enhancements to fire permit system including partial access for the public by 30 June 2010<br>95% of fire permits issued within five working days of application. Fire permit system developed to manage process                          |            | Date completed<br><br>% issued within five days | Commenced project to upgrade electronic permit system to include a map with permits. Targeted for completion July 2010. Achieved.   |
|                              | No of legitimate calls to permitted fires reduces  |            | No. of calls                                    | 49 calls where no fire suppression was undertaken up from 31 last year.   |
|                              | Review how SRFA communicates prevention education to high risk neighbours by 1 September 2009  |            | Date completed                                  | As part of Communications Plan. Planning community social research project for commencement in April. Project underway and ongoing. |

| Level of Service   | Key Performance Indicator  | Our Target | Source   | Achievement at 30 June 2010  |
|--|--|------------|--|--|
| <b>Readiness</b>   |  |            |  |  |
| Ensure that Rural Fire personnel are adequately trained.   | Percentage of key rural fire personnel that are trained to or training towards the appropriate Fire and Rescue Services Industry Training Organisation (FRSITO) Unit Standards for their duties <sup>3</sup> | 100%       | Training Register  | Achieved   |
|  | 4,000 man-hours training is delivered in FRSITO Unit Standards and other rural fire or related subjects per year   |            | Training records   | All planned training activities were undertaken.   |
|  | Meetings/ training sessions are held with all VRRF's two times per year  |            | Training records.<br>No Hours                            | Achieved.  |
|  | Carry out one major simulated field exercises per year, with 30% of SRFA fire personnel involved, or actual incidents may substitute for simulated exercise  |            | Training records.<br>No Hours                            | Major training camp and simulated exercise at Borland in November. Tiwai fire in October and Rarakau fire in February utilised many personnel. |
|  | Take advantage of the opportunities for fire fighting personnel to experience overseas firefighting assignments  |            | Training records.<br>Deployment records                  | No opportunities.  |
| Ensure that Rural Fire organisation, resources and activities are properly planned and documented. | Maintain a current SRFD Fire Plan to NRFA standards. The Response section of the Plan to be reviewed and adopted by the Board annually   |            | Copy of SRFA Fire Plan on file. Date adopted             | Achieved.  |
|  | The entire plan to be audited five yearly by the NRFA  |            | NRFA audit report  | Not required to be undertaken this year.   |
| Maintain a state of readiness appropriate for current fire risk.                                   | Notify Fire Danger as specified in the SRFD Plan   |            | Notification documentation                               | Achieved.  |
|  | Adjust Fire Suppression Response levels in the District  |            | Notification to NZFS Comms Centre and confirmed by audit | Achieved.  |
| Ensure that adequate Rural Fire equipment is available.  | Implement approved equipment levels strategy   |            | Annual Audit. Strategy document. Reports.                | Ongoing.   |

| Level of Service  | Key Performance Indicator  | Our Target | Source  | Achievement at 30 June 2010   |
|---|--|------------|---|---|
| Ensure compliance with NRFA national standards and Performance Assessment Criteria (PAC). | Develop and implement action plans to meet Southern RFA requirements and compliance with standards and Performance Assessment Criteria by 30 June 2009. NRFA PAC assessment scheduled for 2011 |            | Date completed. Confirmed by NRFA assessment. | Self assessment undertaken in April by contractor and reported to Board in May. |
| <b>Response</b>   |  |            |   |   |
| Ensure that the Rural Fire organisation responds appropriately to fire events             | Percentage of initial attacks on fires commenced within 30 minutes of receiving a fire call  | 100%       | Fire Log FIRS                                 | Achieved.   |
|   | Fire suppression operations are managed in accordance with the Authority Fire Response Plan, Health and Safety Plan and NRFA standards   |            | Fire log. Debrief.                            | Achieved.   |
|   | All incidents will be managed using CIMS   |            | Debrief.                                      | Achieved.   |
|   | Performance shall be examined in a Fire Debrief Report for each major fire   |            | Operational Review Reports Debrief reports.   | Formal debrief held for the Tiwai fire and Rarakau fire.                        |
|   | Fire debriefs and Operational Reviews do not highlight inadequacies  |            | Operational Review Reports Debrief reports.   | No major issues highlighted from debriefs.                                      |
| Ensure stakeholder satisfaction   | Annual assessment completed by stakeholders by 30 April 2010   |            | Report on file.                               | No action.  |

**Appendix 2: Agency Management Zone Incident Statistics**

