



ANNUAL REPORT

1 JULY 2010 - 30 JUNE 2011

TO SOUTHERN RURAL FIRE COMMITTEE

Meeting Date: 7 OCTOBER 2011

Subject: CEO ANNUAL REPORT TO THE SOUTHERN RURAL FIRE COMMITTEE

File No.: 160/15/3/1

Report by Mr M Grant dated 29 August 2011.

1. **SUMMARY OF REPORT**

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

2. **REPORT**

2.1 **Readiness**

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 in relation to the Reduction and Recovery sections not more than five years after the plan was adopted. The Authority Fire Plan was adopted on 1 September 2005 and all sections were reviewed and approved by the Authority on 22 September 2010.

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, register of commercial and industrial buildings, use and housing of apparatus supplied by the Authority and payments and charges. This agreement was re-negotiated and signed on 17 December 2010.

- (b) Memorandum of Understanding between NZ Fire Service Southern Region and the Authority - to facilitate enhanced co-operation for administrative and operational matters. Much of the content of this MOU is now included in the new section 15 agreement so the future of this document needs to be considered.
- (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, 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.

Eight (8) Volunteer Rural Fire Forces (VRFF) are registered to the Authority. These VRFFs are located at Garston, Athol, Milford Sound, Blackmount, Drummond, Hedgehope, Waikawa and Beaumont. VRFF members 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. All VRFF's have current constitutions and are also registered by the NRFA. Integration of medical responders into some of the forces has occurred resulting in members of the two disciplines becoming closer within the teams as well as proving stable numbers. Annual General Meetings were held by each team, providing an opportunity for the Authority to brief members on current issues.

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.

Members of the Blackmount VRFF held the official opening of their new fire station on 12 February. Over 100 people attended including the NRFO and major sponsors Meridian Energy and CTOS. Southland DC Councillor George Harpur and Tuatapere Community Board Chairman Gray Robertson officially opened the building.



Photo: Blackmount VRFF fire depot official opening February 2011

The Authority Rules of Governance were reviewed and updated to accommodate changes required with the future addition of an independent Board member and creation of another staff position. With the addition to Board membership, the Authority status changed from a CCO to a CO.

A minor review of the management structure was undertaken in conjunction with the establishment of another full time position. Elton Smith accepted the Operations Co-ordinator position while an offer for the Community and Education Co-ordinator position was turned down and will be re-advertised in the new year.

Following positive feedback from four Board representatives who attended a Governance training course in 2009, a further two representatives and the CEO attended the same course during the year. It is the intention that all representatives eventually undertake this training opportunity.

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

The CE continued involvement on several committees including the Forest Owners Association Fire Committee and Telford Polytechnic Fire & Rescue Advisory Committee (Chair). The Operations Co-ordinator continued involvement on the FRFANZ Committee.

Insurance was purchased to cover non-recoverable fire suppression costs at a premium of \$23,000. This additional cover was seen as essential to reducing the Authority's exposure in this area.

During the period, the Authority was successful in applying for charitable status with the Charities Commission.

2.1.1 Finance

Draft financial statements for the year ended 30 June 2011 are provided as a separate report. These are in the process of being audited by Audit NZ as required of Council Organisations.

It is pleasing to report a net surplus for the year of \$197,462 against budgeted deficit of \$39,373. Primarily this has been achieved through an increase of \$86,295 in grants received and fire suppression recoveries of \$103,291 over fire suppression expenditure. The other significant saving was made through not being able to fill a vacancy that had been budgeted for.

Approximately \$72,000 was received by the Authority in grant assistance from the NRFA for PPE, equipment purchases, water tanker and RAWs calibrations. An additional grant of \$91,000 was received as per an agreement from the NRFA for meeting performance criteria aligned to the ERFD strategy.

Key areas of non budgeted expenditure related to purchase of an insurance policy for non-recoverable fire suppression costs (\$23,000), legal costs associated with two court cases and legal opinions (\$10,681) and production of an Otago/Southland ERFD discussion document (\$8,015).

The Authority 2011-2014 Statement of Intent was approved by the Board for public consultation. Several comments were received and incorporated into the document which was then signed off for implementation.

2.1.2 Equipment

Roll out of the Authority capital plant replacement programme continued with the commissioning of a third tanker and construction near completion on a fourth.

Nine (9) remote automatic weather stations (RAWS) are operated by the Authority for determining daily fire danger levels. These are located across the District and, in addition to the MET weather stations, provide adequate coverage for operational requirements. RAWS are inspected and calibrated annually by a contractor prior to the fire season. Apart from three (3) temperature/relative humidity sensors being replaced, all RAWS are working well.

Fire equipment and depot audits were undertaken at all locations where Authority equipment is located. The Operations Co-ordinator reported that all equipment was tested to national standards with very few issues found.

Options were considered for future replacement of light rural appliances (e.g. ex Fire Service Jeeps) and light 4WD utility vehicles currently in use with VRFFs. A decision was made that some of these should be replaced with light commercial double cab 4WD trucks constructed with approximately 800 litre water tanks, hose reels and equipment lockers.

The NRFA completed an equipment, PPE and fire weather stations standards audit in April. They highlighted that the Authority met requirements of the PPE standard and did not meet all of the requirements of the equipment and fire weather stations standards. While some of the results were justified, e.g. long grass in weather station compartments, the majority appeared to be a misunderstanding on the part of the auditor on the paperwork and monthly check-sheets. The Authority responded that we believed we were compliant at the time of audit and would welcome a re-audit. No further communication has been received from the NRFA.

2.1.3 Training

Approximately 350 people are recorded on the District training database. A comprehensive training programme was managed 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 following table shows the number of personnel holding a selection of unit standards:

	Unit Standard	2004	2005	2006	2007	2008	2009	2010	2011
Fire fighter	3285	207	243	184	205	203	198	236	241
	3286						125	137	139
	3287						92	114	116
	3268 or 21417	136	146	108	99	99	114	158	165
	3270						100	143	145
	497	0	19	19	24	23	49	73	110
	14555	0	7	27	27	25	25	45	46
	Response Driver						25	43	35

	Unit Standard	2004	2005	2006	2007	2008	2009	2010	2011
Crew Leader	3291	43	44	43	46	51	54	55	67
	14564	23	26	44	45	41	53	54	63
	3290					7	14	13	13
	17279							66	113
	20388						41	43	46
	3288								59
	20386						3	3	22
	17593						29	49	83
	4573							55	124
Management	CIMS Level 4	18	21	19	19	17	21	23	29
	22445								10
	RFO 3302 or 20399				48	44	49	58	63
	3298 or 20396					4	4	4	4

Between 2-3 November approximately, 120 people from the Authority attended refresher training at our annual Borland camp. Focus this year was targeted at Crew Leader, Logistics support and medical responders on day one and IMT on day two. Two instructors from Adventure Southland organised team building exercises for all participants on day 1. A major table top real time simulated exercise was run on day two with approximately 35 people taking part, including two staff from Emergency Management Southland and NZ Fire Service Invercargill. The new Invercargill FS Command Unit was tested for its applicability to rural environments, in particular vegetation fire incidents.

All activities undertaken at Borland were designed to complement the Authority training programme for individual's 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.

Members of the NZ rural fire research team ran a research workshop for members of the OSRRFC and RFA personnel at Alexandra in late November. The workshop attended by approximately 30 people (12 from SRFA) was aimed at delivering research outcomes to field operators. Attendees were made aware of recent research focus in fire behaviour, human factors and operational field tools.

An Occupational Health Nurse continued to undertake fire fighter health checks as part of the Authority Health and Fitness programme. This check is undertaken biannually for those under the age of 50 and annually for those over 50. The majority of fire fighters have now completed at least the first check and follow up Pack test.

The CEO attended the Fifth International Wildfire Conference in Sun City, South Africa. Approximately 600 delegates from 72 countries attended the conference which had as its theme "Living with Fire - Addressing global change through integrated fire management". An opportunity was also taken to attend a Firewise Community workshop the day before the Conference. Some of the tools used may be very useful when the Authority engages with communities on fire safety. Following the Conference, two weeks were spent on a study tour visiting forestry, conservation and fire organisations in the country.

The Firewise Community concept was developed in the USA approximately 17 years ago with goals to:

- Improve safety in the wildland/urban interface by learning to share responsibility.
- Create and nurture local partnerships for improved decision-making in communities.
- Encourage the integration of Firewise concepts into community and disaster mitigation planning.

The Wildfire 2011 Conference theme “Living with Fire - Addressing global change through integrated fire management” covered several key themes including:

- Adapting to climate change
- Wildland urban interface - risk reduction
- Fire and poverty and alleviation in developing countries
- Use of remote sensing and GIS
- Fire to sustain ecosystems
- Community fire awareness, prevention and survival
- Best practices in fire detection and suppression
- Incident management

Five (5) VRFFs entered teams in the Otago/Southland Wijax competitions which were held in Kingston on 19 March. This was the first time for Athol, Garston and Drummond. Blackmount came second overall, beating Te Anau who have won for the past five years.

Telford Rural Polytechnic merged with Lincoln University and is now known as ‘Telford - A Division of Lincoln University’. A significant amount of the Authority training is delivered through Telford as a training provider, returning subsidies to the Authority that are used to offset training costs. Indications are there will be little change for the Fire and Rescue programme at this stage, however, that may be revisited in the future.

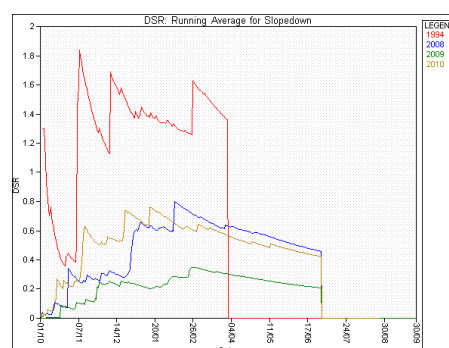
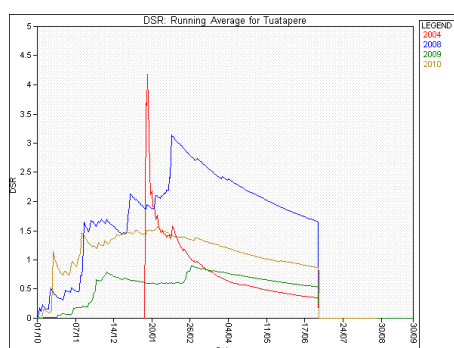
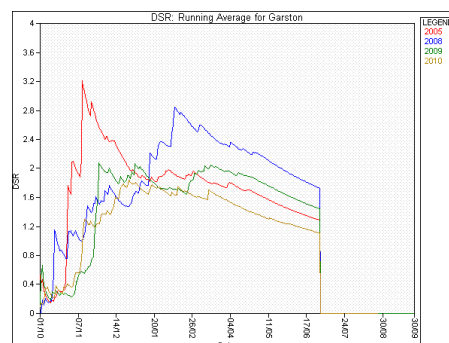
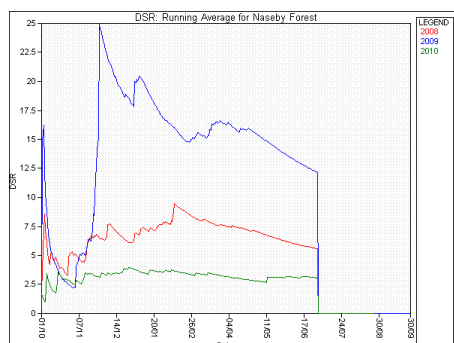
An official training audit was undertaken by the NRFA who advised the Authority is compliant in the Firefighter training standard and not fully compliant in the Crew Leader standard. Over the past five years or so a significant amount of work has gone into programming and delivering Crew Leader training focusing on the priority operational and legislative components. While much of the additional training has been completed, requirements of the NRFA national standard, e.g. unit standards for first aid, health and safety and radio communications, were still to be completed. Plans were implemented to rectify some of the gaps so by year end (although not re-audited) the Authority should have been very close to compliant.

2.2 Reduction

Initially the fire season developed with a similar pattern to previous La Nina seasons, dry in the west and north and slightly more moisture in the south and east. Te Anau basin was tracking ahead of the 2007 La Nina until mid-December when persistent rain during late January and early February increased fuel moisture levels and reduced fire dangers significantly.

A Restricted Fire Season (RFS) was implemented across the entire RFD on 22 November. This was elevated to a Prohibited Fire Season (PFS) for the Naseby zone on 3 December, in conjunction with CODC and DOC Otago, and the remainder of the RFD on 18 December. Significant rain across a wide area allowed the PFS to be lifted (except Naseby zone) on 10 January, reverting back to a RFS. The PFS covering Naseby was lifted on 3 March.

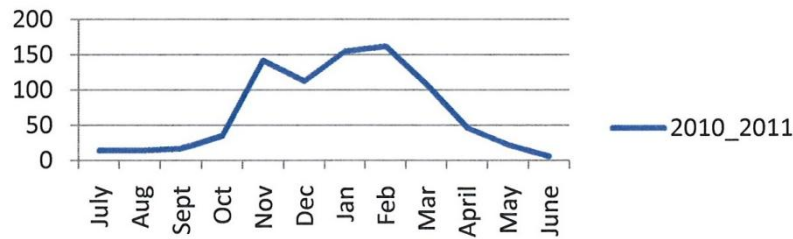
Daily Severity Ratings (DSR) for some areas of the SRFD were well below average throughout the fire season as indicated in the following graphs for Naseby and Garston which experienced one of the mildest fire seasons for several years. DSR for Tuatapere and Slopedown tracked a more average line.



A significant amount of publicity was undertaken throughout the period including regular radio slots during holiday and high fire danger periods, fire safety columns (eight) for the Southern Rural Life newspaper, slots on Hokonui Gold Southern Farming Muster farming show and presentations to various groups. Two Authority newsletters were produced and distributed.

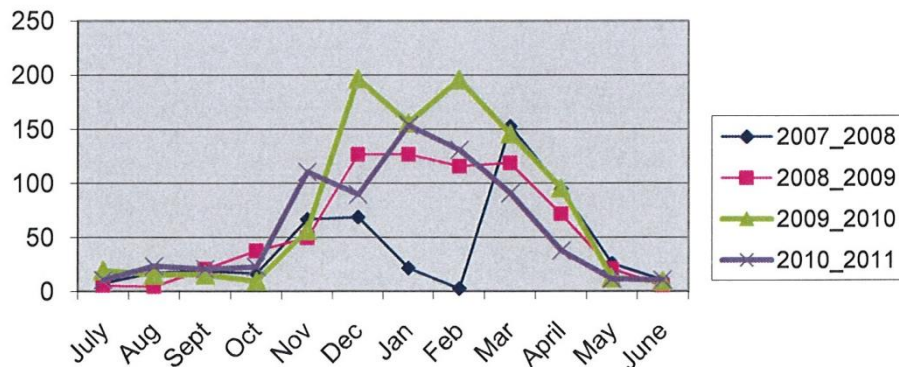
There were 834 fire permits requests received down from 1,009 in the previous year. A total of 717 fire permits were issued through the GIS permit system compared to 933 the previous year. Permits were issued within five (5) working days 99% of the time.

Pathways Fire Permit Requests 2010 - 2011



Graph: Fire Permit requests

GIS Fire Permits Issued

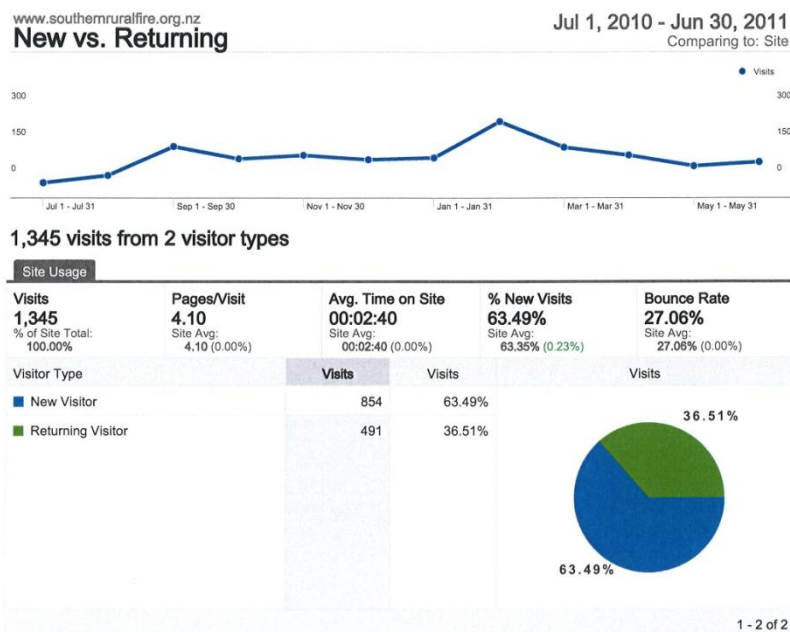


Graph: Number of fire permits issued using the GIS system

On a disappointing note the NRFA did away with the national MetConnect service. Remits at the 2010 Chairperson’s conference and a subsequent working group the CE was involved with (only met once, making recommendations to the NRFA), failed to convince the NRFA of the advantages of a national service.

The Authority had planned to re-score the values layers of our WTA undertaken in 2006, however, other GIS priorities meant that we had to defer the project to 2011-2012. This deferral has worked to our advantage as there are currently issues with national WTA datasets and the NRFA still have not progressed the RAMS planning tool.

Last year we reported on a new Authority web page. The following graphs show information on hit numbers and first time (63%) versus returning visitors (36%). An area for more work in 2011-2012 will be to target the web page as a key fire safety information destination.



The Authority jointly hosted a research project looking at ways to engage rural communities in Southland. This project, which was being co-ordinated by two Wellington researchers and funded by the NZ Fire Service Contestable Research Fund, commenced in April 2010 and ran for a 12 month period. Three case study communities were selected (Otatara, Otautau and Awarua). While the project specifically looked at issues surrounding structure and vegetation fire awareness, outputs included an evaluation of a range of community engagement processes and guidelines for effective community engagement in rural areas. Results from the research will provide valuable guidance for staff undertaking fire safety awareness and other activities in rural communities.

2.3 Response

There were 333 incidents recorded in the District or where Authority resources attended incidents within neighbouring Authority’s areas, down 30 from the previous year and up three from the 2008/09 year.

Of the 333 incidents, 42% (141 incidents) were property (structure or vehicle) fires (down 1% of total incidents from last year) and 146 incidents (44%) were vegetation fires (up 4% 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 2008/09 year). 14 incidents (4%) involved our Volunteer Rural Fire Forces or resources attending MVAs (up 1% of total incidents from last year). Six of our VRFFs attended 21 medical incidents (6% of total incidents) on behalf of St John.

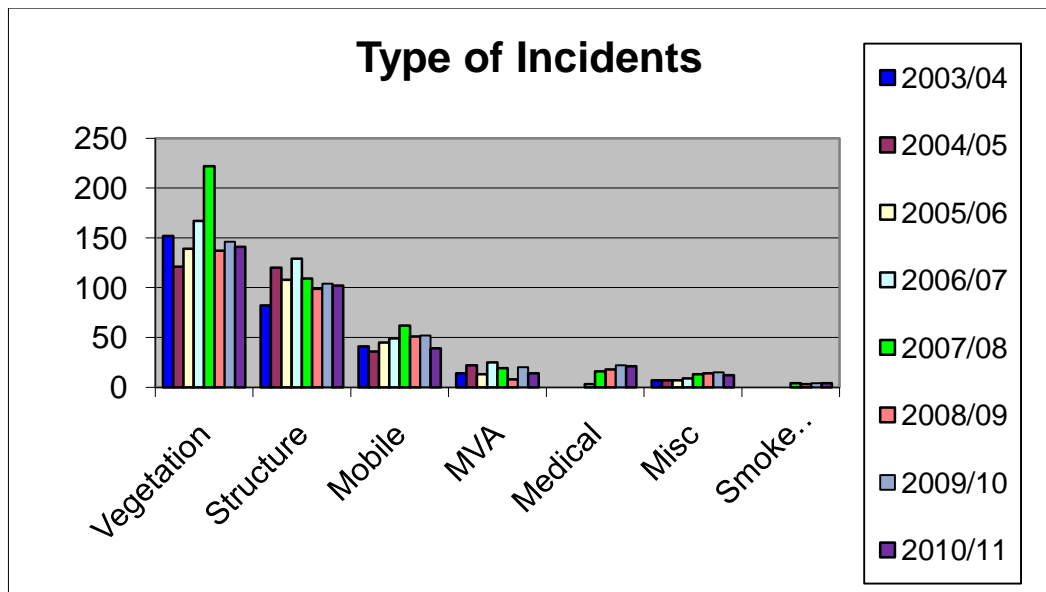
December statistics showed the highest number of vegetation fire incidents in eight years with 25 calls. Nine (9) of these were re-ignitions of old fires. Correspondingly, February showed the lowest in eight years and March the second lowest.

A major fire occurred in the Papatotara/Rarakau area on 15 January. While only 120 ha in size, the fire destroyed one building and several vehicles, damaged another building and required resourcing for several weeks. The investigation determined that the main fire originated from old heaps on Rarakau Farm which had been burning for some considerable time, possibly many months.

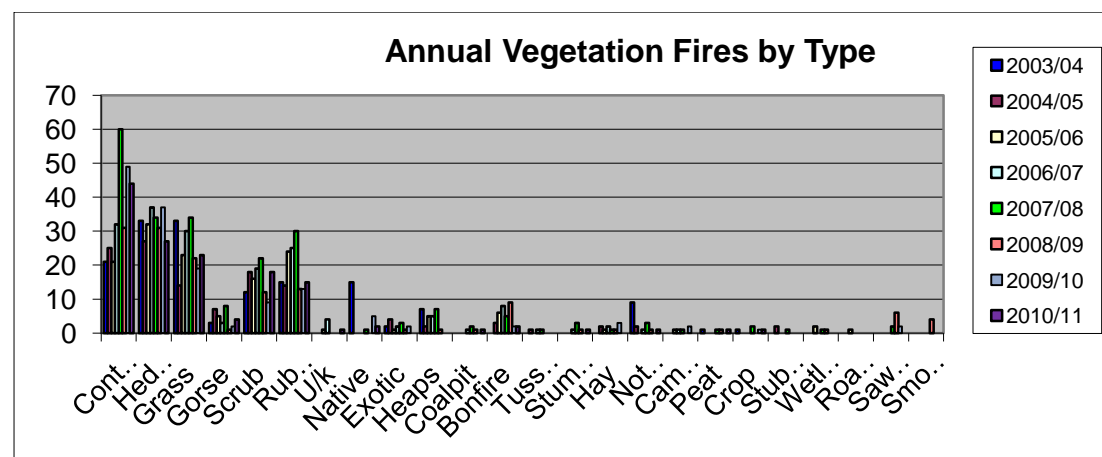
One forestry fire fighting crew was deployed to assist with the major Mt Allan fire in Otago over Christmas.

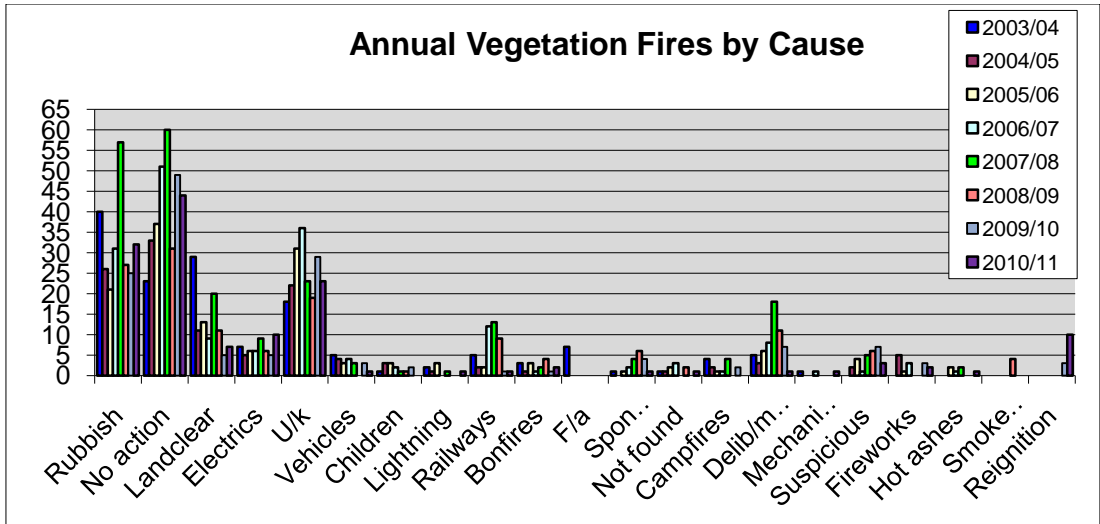
Total fire suppression costs for the year were \$372,000 compared with \$489,497 for the previous year, and fire cost recoveries were \$434,000 compared with \$536,947 the previous year.

The following graph shows the incident types reported for the last eight years:

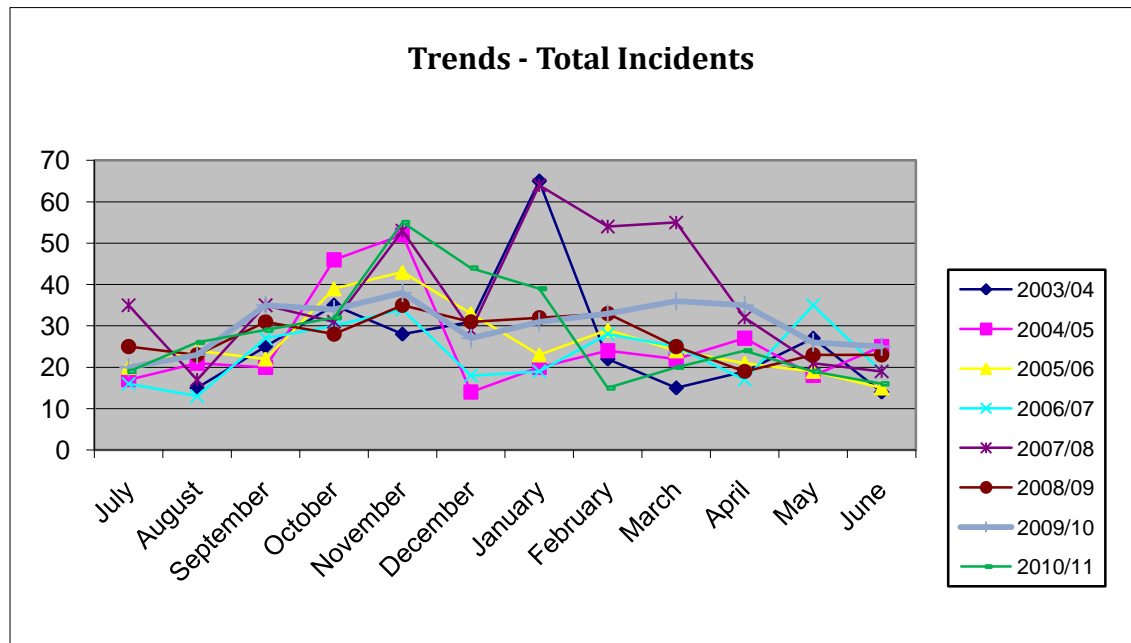


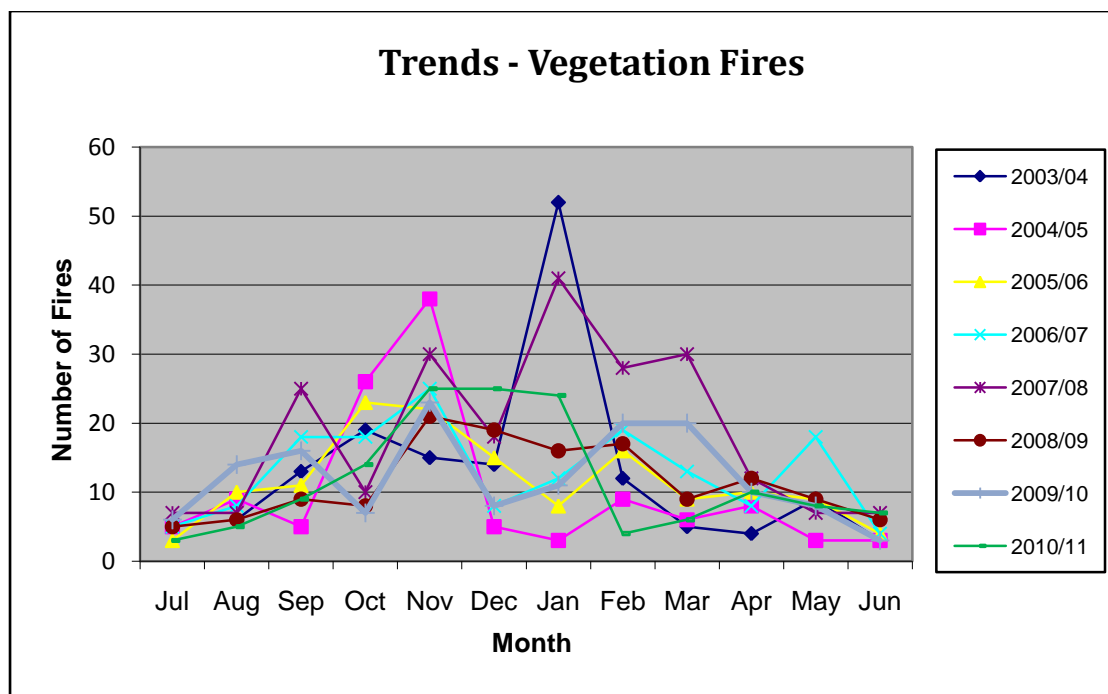
The following two graphs show the vegetation fires by type and cause for the last eight years.





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





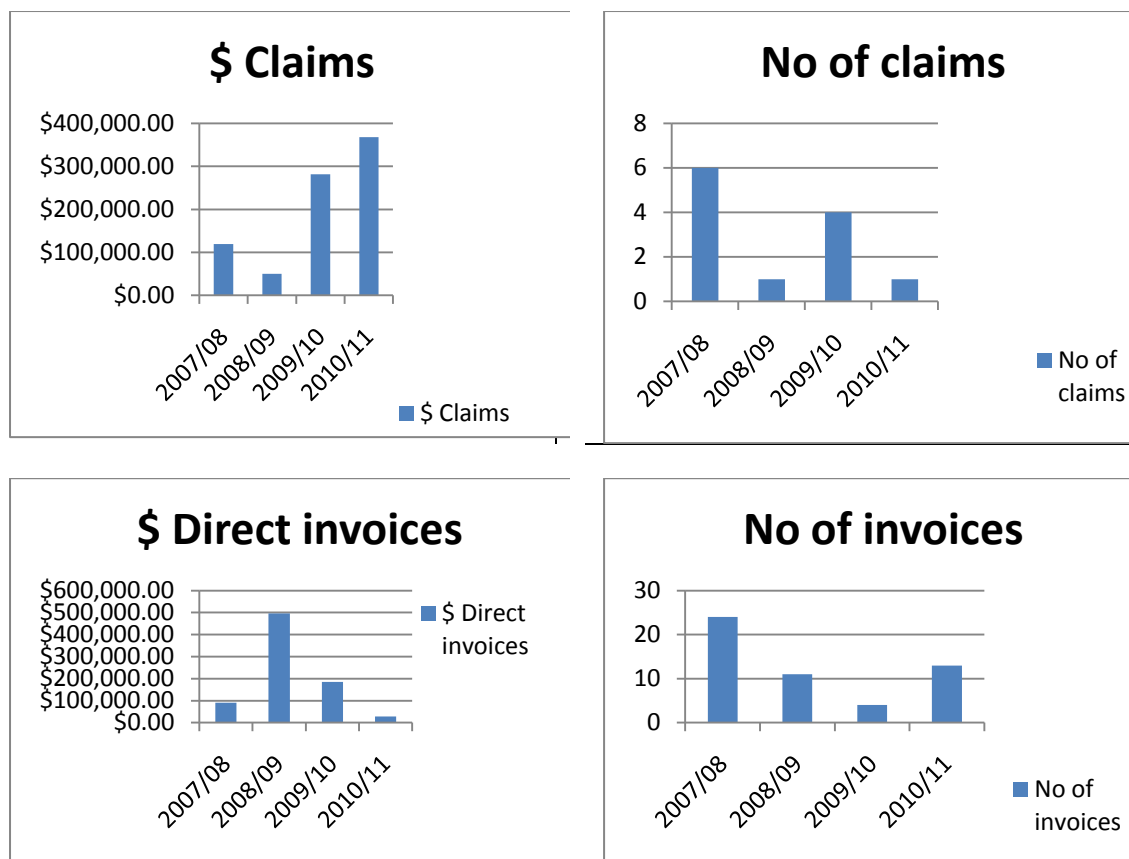
2.4 Recovery

No incidents triggered the requirement to undertake an Operational Review while the Papatotara fire was formally debriefed.

A formal investigation was carried out for the Papatotara fire with several lower level investigations completed where necessary for other incidents. Authority action to pursue the Papatotara fire costs directly with the land owner was dropped. Negotiations were not progressing fast enough and we believe that the Rarakau Incorporation, which was invoiced for costs (\$342,889 plus GST) in early April, had a maximum \$50,000 insurance cover. A claim was submitted to the NRFA rural fire fighting fund.

Two successful prosecutions were undertaken. The first associated with the 2009 Holz Road fire resulted in a settlement offer from the defence. That was, they would plead guilty to our secondary charge of leaving a fire unattended and pay DOC \$30,000 compensation for ongoing pest and weed management on the wetland, provided the Authority dropped the primary charge of lighting a fire without a fire permit. Some negotiation took place and subsequently in a written statement the defendant agreed to being negligent and unlawful. He pleaded guilty to the second charge and was fined \$1,200. The defendant in the second case also pleaded guilty to two charges of lighting a fire without a fire permit and was fined \$750 on each charge.

Cost recovery action was instigated for all fires where fire suppression costs could have been recovered. One (1) claim totalling \$367,690 was lodged on the NRFA Rural Fire Fighting Fund (RFFF) while \$28,391 was recovered directly from responsible parties (13).



2.5 Other Issues

Chairperson Des Minehan continued representing southern forest owners on a Working Group looking at ERFD options for Otago. Concerns around where discussions were leading drove the Authority to produce and present a discussion document to the working group considering the larger amalgamation of Otago and Southland into one ERFD. This option would provide an organisation with a sustainable structure and professional management at a cost no more than perceived current costs.

Any option that reduces critical mass from the Authority could potentially impact ongoing viability. For this reason, we sought to get representation from all Authority member organisations on the Otago steering committee. Unfortunately, our request was not taken up.

2.6 Summary

Last year, I noted that whatever result eventuates from the ERFD process in Otago, the Authority will be impacted through the considerable land holding under our jurisdiction (approximately 82,000 hectares of commercial forest and fire safety margin and 140 parcels of DOC Southland land), particularly in the Clutha District. We must continue to take as much part in the process as we are able in order that our current stakeholders, who are affected, can retain the best protection for their estate. Appointment of an independent representative to the Board will provide additional expertise during this time of change.

Staff again put in a huge effort to achieve impressive results noted in this report. A reviewed staff structure with the addition of a third full time position will provide additional capacity in 2011/12. Particularly, 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.

The secretarial team at Southland District Council, particularly Perry Ferguson has again provided excellent administrative support to the Board, Operations and Policy Subcommittees and the CE. Staff of other SDC departments also provide HR, financial, word processing, IT and GIS services to the Authority which is much appreciated.

As always there were many challenges placed in front of the Authority in 2010-2011. Our measure is that we continued to perform through some adversity. This resilience is vital for the Authority moving into what will be another challenging year in 2011-2012.



Mike Grant
CHIEF EXECUTIVE

Appendix 1: Summary of Achievement against 2010-2011 SOI KPI's

Level of Service	Key Performance Indicator	Our Target	Source	Achievement at 30 June 2011
Quantity				
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 ¹	Southern Rural Fire Authority training register	Approximately 350 personnel on training register.
	Equipment resource levels meet NRFA standards.		Confirmed by NRFA audit.	NRFA completed audit. Report notes PPE standard is compliant and RAWS and equipment not fully compliant. Appears report did not take into account information provided that Authority believe would meet compliance.
Access				
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.	NRFA completed audit. Report notes compliant with Fire fighter standard and not fully compliant with Pump Operator and Crew Leader standard. Actions taken to plug minor gaps identified.
	VRFF's are established, registered and supported in accordance with the NRFA standards.		No of VRFFs	Eight VRFFs. Constitutions reviewed and updated during AGM process. One volunteer attended FRFANZ conference in Whangarei in August 2010.
	Review relationship with volunteers annually and report by 30 November.		Date completed	No formal survey or report completed. Very low turnover of volunteers.
Management				
	Succession plan for Board and staff is developed by 30 September 2010.		Date completed	Discussions undertaken at Board level. Independent representative appointed to Board February 2011. Staff/management structure reviewed. Operations Co-ordinator appointed May 2011. Community and Education Co-ordinator position to be re-advertised in 2011/12 FY.
	Develop relationships with new funding agencies.		Date completed	Grants received from Meridian, Transpower, CTOS and NRFA for Blackmount fire station.
	Develop a national presence and participate in everything possible at a national level.		Monthly reports	All opportunities to participate were undertaken. Operations Co-ordinator sits on FRFANZ Cttee, CE sits on NZFOA fire Cttee and Telford Advisory Cttee. Full participation at OSRRFC and appropriate working groups, etc.

Level of Service	Key Performance Indicator	Our Target	Source	Achievement at 30 June 2011
	Design and circulate a newsletter to stakeholders and community twice a year in October and April.		Date completed	Two Authority newsletters. Two articles in First Edition of SDC. Fire safety flyers on web page.
	Promote the SRFA brand - with consideration given to naming, signing, clothing and more presence.		Public Awareness Plan reviewed by 1 September annually	All new/rebuilt appliances painted rural yellow. All VRFF stations standard colour scheme. Plan reviewed and ongoing activities undertaken.
	Review the Authority risk management system and report by 30 June 2011.		Date report	Minor review undertaken as part of SOI development.
	Undertake an independent Health and Safety audit and report by 30 June 2011.		Date report	Not undertaken.
	Negotiate a new Section 15 agreement with the NZ Fire Service by 30 November 2010.		Date signed	Agreement signed by Board on 17 December 2010.
	Work towards implementation of the NRFA requirements in the ERFD agreement by 30 June 2013.		Date implementation completed	Met all quarterly timelines during the year. This is an ongoing five year agreement.
	Scope SRFA options for expansion including advantages and disadvantages.		30 September 2010	Discussion document produced promoting one ERFD for Southland and Otago. Version 1 completed late October 2010. Version 2 completed April 2011 and delivered to Otago Working Group.
Reduction				
<i>Provide public education on fire risks, risk reduction and fire event readiness.</i>	<i>Number of public education initiatives completed.²</i>	<i>One leaflet drop, 650 radio slots, five education visits</i>	<i>File Quarterly Report</i>	<i>Article in SDC ratepayer newsletter. Approximately 400 radio slots used November 2010 - January 2011. Eight columns written for Southern Rural Life. Four radio and TV interviews, seven Community and school presentations/meetings.</i>
	Updated SRFD web page is maintained for currency. Web page is promoted and hits increase.		Web page hits	Page upgraded and maintained. Hard to determine if hits on new page are higher than the previous page.

Level of Service	Key Performance Indicator	Our Target	Source	Achievement at 30 June 2011
	Include an annual education plan as part of the Public Awareness Plan by 1 September 2010.		Date completed	PA plan amended. Awaiting outcome of community engagement research project and appointment of Community and Educations Co-ordinator to progress further.
	<i>Decreasing number of rural fire vegetation calls.</i>	95 ^d	<i>Quarterly Report</i>	<i>141 vegetation fires recorded. December lowest and February highest for months in eight years. Overall fourth lowest year in eight years.</i>
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 2010. Then complete an implementation plan for the RAMS project outcomes by 30 June 2011.		Date completed.	Holdup as NRFA did not progress project guidelines. Re-run of WTA was to be undertaken in June 2011 - now postponed until national WTA datalayers are available. Re-scheduled for 2011/12.
	Implement Restricted or Prohibited Fire Seasons based on current fire danger as specified in the SRFD Fire Plan.		System records.	Restricted fire season implemented on 22/11/10 – 18/12/10 and then from 10/1/11 after lifting of fire ban. Fire Ban implemented for Naseby zone on 3/12/10 – 3/3/11, and everywhere else on 18/12/10-10/1/11.
	Options for ongoing management of high value areas (eg Awarua Wetlands) are considered by 30 September 2010 and implemented by 30 September 2011.		Dates completed	Options report to Board in December 2010. Board approved intensive management option. Work progressing on implementation plan.
Manage a fire permit system.	Include relevant and appropriate information with fire permits issued - including a map of permit location by 30 September 2010.		Date completed	Fire permit system upgraded to automatically attach map of permit location to fire permit. Other information included depending on fire type.
	Make enhancements to fire permit system including partial access for the public by 30 June 2011. 95% of fire permits issued within five working days of application.		Date completed % issued within five days.	Enhancements completed include aerial photography for the Clutha DC area in SRFD and inclusion of photo point of permitted fire location. 99% of requests were issued within five working days
	No. of legitimate calls to permitted fires reduces.		No. of calls.	Two permitted fires escaped in 2010/11 compared with five in 2009/10.

Level of Service	Key Performance Indicator	Our Target	Source	Achievement at 30 June 2011
	Research project to review how SRFA communicates prevention education to high risk neighbours by 30 November 2010.		Date completed	Project supported over 12 months and completed in April 2011.
Readiness				
<i>Ensure that Rural Fire personnel are adequately trained.</i>	<i>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.³</i>	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 VRFF's two times per year		Training records. No Hours.	AGMs attended with eight VRFFs. Other training sessions attended regularly.
	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. No Hours.	Major exercise at Borland in November 2010 – 120 people over two days. Papatotara fire resourced for approximately three weeks.
	Take advantage of the opportunities for fire fighting personnel to experience overseas firefighting assignments.		Training records. Deployment records	No opportunities. Seasonal fire fighting crew deployed to assist with Waimate Forest fire December 2010 and Mt Allan forest fire December 2010.
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.	Entire Fire Plan (Readiness, Reduction, Response and Recovery) approved by Board on 22/9/10.
	The entire plan to be reviewed five yearly and undergoes periodic audit by the NRFA.		Date adopted. NRFA audit report.	Entire Fire Plan (Readiness, Reduction, Response and Recovery) approved by Board on 22/9/10.
Maintain a state of readiness appropriate for current fire risk.	Notify Fire Danger as specified in the SRFD Plan.		Notification documentation.	Undertaken as required.

Level of Service	Key Performance Indicator	Our Target	Source	Achievement at 30 June 2011
	Adjust Fire Suppression Response levels in the District.		Notification to NZFS Comms Centre and confirmed by audit.	Undertaken as required.
Ensure that adequate Rural Fire equipment is available.	Implement approved equipment levels strategy.		Annual Audit. Strategy document. Reports.	Ongoing. Third new tanker commissioned October 2010. Fourth tanker construction near complete.
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 2010. NRFA PAC assessment scheduled for 2011.		Date completed. Confirmed by NRFA assessment.	Independent report commissioned on Authority compliance with national PAC requirements. Mid 2011 NRFA advise PAC will no longer be undertaken but new system is to be introduced and Authority to be a pilot.
Response				
Ensure that the Rural Fire organisation responds appropriately to fire events	<i>Percentage of initial attacks on fires commenced within 30 minutes of receiving a fire call.</i>	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 reports	Achieved
	All incidents will be managed using CIMS.		Debrief reports	Achieved
	Performance shall be examined in a Fire Debrief for each major fire.		Operational Review Reports Debrief reports	Only one formal debrief undertaken for Papatotara fire.
	Fire debriefs and Operational Reviews do not highlight inadequacies.		Operational Review Reports Debrief reports	Only one formal debrief undertaken for Papatotara fire. No major concerns identified.
Quality				
Ensure stakeholder satisfaction	Annual assessment completed by stakeholders by 30 April 2010.		Report on file.	No action. Survey of all organisations and volunteers to be carried out late 2011.

Appendix 2: Agency Management Zone Incident Statistics

