Fire Plan for
[Area Name]
[Date]

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Document information

Owner	[owner role]
Last reviewed	Click or tap to enter a date.
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Record of amendments

Version	Date	Author	Brief description of amendment
V0.1	[Month Year]	[Name]	[enter description of update]
V0.2			

Document review and consultation

Name	Title	Business Area	Date
			[Date]

Authority Signature

This section confirms that this Fire Plan has been approved to be issued under the Fire and Emergency New Zealand Act 2017.

Full Name:
Title: Region Manager
Date:

_____
Signature

Table of Contents

How to use this template:

Use this template to develop the Fire Plan for your local area.

1. Replace the title on the cover page with the Region/District and local area name.
2. Replace the image on the cover page with something appropriate for the location.
   - Double click in the footer area of the cover page (in the red Fire and Emergency bar)
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3. Guidance in grey text is there to help with writing the content. This should all be completed or removed when the plan is complete.
4. Do not remove any standard content in black text. This text is consistent across fire plans for all areas of New Zealand.
5. If a section is not relevant, do not delete the heading and do not leave any section without content. Instead provide a short comment and reason why the section does not apply to the area. Headings are to be consistent across fire plans for all local areas within New Zealand.

After completing the Fire Plan:

1. Remove all guidance comments in grey.
2. Remove all text in square brackets. Search for [to find them all and manage as needed.
3. Check pagination.
4. Update the table of contents by right-clicking and selecting 'update fields' and then, 'update entire table'.
5. Save the document in an appropriate folder on the Fire and Emergency network, using the appropriate file naming convention – "Fire Plan – [Area] – [Month Year] – Draft"
6. Send a copy to the Technical Writers so they can tidy up any lost formatting, check spelling and grammar, and get it ready for publication. Email technicalwriters@fireandemergency.nz for help.

Before release or publication of the Fire Plan:

1. Check the Document information page inside the front cover and remove the versioning history covering the drafts. Update the other fields.
2. Remove this page.
3. Update the table of contents by right-clicking and selecting 'update fields' and then, 'update entire table'.
4. Save the document in an appropriate folder on the Fire and Emergency network, using the appropriate file naming convention – "Fire Plan – [Area] – [Month Year]"
5. Send a copy to the Technical Writers for publication. Email technicalwriters@fireandemergency.nz

1. Overview

1.1. Introduction

The Fire and Emergency New Zealand Act 2017 (Act) requires Fire and Emergency New Zealand to produce a fire plan for each local area of New Zealand. A fire plan covers local conditions and the fire control measures that contribute to risk reduction activities within the local area.

Risk reduction is a strategic priority for Fire and Emergency, and is the most important thing to protect people, property and the environment from fire. We monitor fire risk conditions using up-to-date weather information, forecasts, professional judgement and input from key stakeholders to inform our use of fire control measures for each local area within New Zealand.

1.2. Purpose of this document

This Fire Plan covers local fire risk conditions and relevant risk reduction information for [name of area].

It helps to provide transparency and predictability about how Fire and Emergency will exercise its fire control powers within [name of area]. It also helps stakeholders and members of the public understand the fire risk conditions in their area, and the risk reduction and fire control measures that are:

- used nationally; and/or
- applied to this area.

The fire plan:

- describes the particular fire risk conditions that exist or are likely to exist in the local area; and
- sets out Fire and Emergency policy for fire control which will be applied in the local area; and
- sets out the procedures to follow for fire control in the local area, including details of the processes that we follow, and the factors that we consider, when deciding to:
  o issue notices of prohibitions or restrictions for fire control
  o declare a prohibited or restricted fire season in relation to the local area, or a part of that area,
  o issue notices in relation to firebreaks
  o issue notices to remove or destroy vegetation or other things on land.

The Fire Plan has been developed so as to be consistent with:

- Fire and Emergency's national strategy;
- any relevant and current operational service agreement and memorandum of understanding that Fire an Emergency has; and
- any relevant Fire and Emergency policies.

While the Fire Plan will guide Fire and Emergency's exercise of its fire control powers within the [name of area] area, it is also intended to be read by communities and stakeholders including:

- land owners
- farmers
- forestry operators
- agricultural workers
- industrial operators
- [add any other stakeholder groups that apply in your area]

- local authorities
- the general public.

To help prepare this Fire Plan, Fire and Emergency has engaged with key stakeholders in the [name of area] including:

- [Describe specific planning initiatives undertaken in the area]
- [List who was consulted with – Use a list in the appendix if there is an extensive list.]

1.3. Area covered by this plan

The local area covered by this plan is …

[Describe the boundaries of the area, square kilometres, towns and settlements etc.]

The local area is illustrated in the map below [which also shows the zones used to apply fire seasons, if relevant to the Fire Plan area].

[Insert map of area]

2. Area profile

2.1. Area overview

This section describes [name of area] local area in terms of:

- the natural and built environments relevant to fire risk

- people related factors

- specific fire risk conditions that exist, or potentially exist, based on: fire records, historic and contemporary weather information, input from key stakeholders, and the experience and knowledge of Fire and Emergency personnel.

This information is included to provide an overall understanding of the local situation and conditions.

Factor	Description
Natural environment	

Geography	[Normal text]
	
	[Describe aspects of the landscape and terrain that could pose fire risk or contribute to fire spread, e.g:
	
	   • An area with high gradient - steep hills
	   • Urban and rural interfaces where fire risk may be higher.]

Climate/weather	[Normal text] [Describe climatic conditions, e.g high temperatures, consistent wind, arid areas.]
Land cover	[Normal text] [Describe the predominant land cover, e.g. forestry, arable farming.]
Special risk areas	[Normal text] [Describe any special risk areas, e.g.: Ngaire Swamp in Taranaki Include any areas that have permanent restrictions or prohibitions, or legal covenants affecting fires]

Factor	Description
Built environment	
Industry	[Normal text] [Describe the industrial base in the area and list major industrial plants, e.g.: ports, mills, cool stores, fertiliser plants.]
Transport	[Normal text] [Outline the main elements of transport infrastructure in the area including rail networks, airports, shipping.]
Major development – present or future	[Normal text] [Identify any current or planned major developments, e.g. cool stores, horticulture, agriculture, orchards.]
Major infrastructure	[Normal text] [Identify major nationally or regionally significant infrastructure within the area, e.g. power generation plants]

Factor	Description
Built environment	
Special risk areas	[Normal text] [Describe any special risk areas, e.g.: Red Zone in Queenstown] Include any areas that have permanent restrictions or prohibitions, or legal covenants affecting fires]

Factor	Description
People environment	
Demographics	[Normal text] [Describe the population base at a high level, e.g. age structure, socio-economic breakdown, and highlight any groups over-represented in fire statistics, e.g. seasonal workers.]
Support services	[Normal text] [Describe services available in the local area that could support a response and recovery, e.g. Red Cross, etc. – talk to your local CDEM welfare team]

Factor	Description
Fire environment	
Fire season severity rating	On average, this area experiences: [number] of days of extreme fire danger [number] of days of extreme fire danger [NB: Based on Scion fire danger climate data for seasonal severity]
Fire history	The known fire history for this area includes: • [List significant past fires in the area • Fires caused by, e.g. type of fire vegetation, structural, other. • Types of activities known to have caused fires, e.g. high % of escaped land clearing fires, fires from agricultural operations etc. • Other]
Hazards	Current known hazards within this area include: • [List known hazards in the area • e.g. overgrown land, wood piles, tyre dumps.]

2.2. Additional resources available

Select the statement that applies:

There are no additional fire-fighting resources to supplement those already provided by Fire and Emergency in the [name of area] area. Fire and Emergency are able to mobilise resources from other areas to assist if required.

The additional resources available in the [name of area] area are:

• [List of external resources that Fire and Emergency has a formal agreement with to provide firefighting support

- [Forestry company firefighters]
- [Department of Conservation firefighters]

3. Risk reduction

3.1. Introduction

Risk reduction, including reducing the likelihood of unwanted fire, is a key strategic priority for Fire and Emergency. A National Framework for Fire Control is in place to provide the tools that enable us to manage fires – using them where appropriate and restricting or prohibiting them when there is a risk of unwanted fire.

Fire and Emergency has a number of statutory fire control measures that can be applied to help reduce risk, as follows:

- Setting fire seasons
- Fire permits
- Prohibiting or restricting fire in open air or revoking the prohibition or restriction
- Prohibiting or restricting other activities or revoking the prohibition or restriction
- Fire hazard management
- Requiring fire breaks.

Each of these measures is discussed below.

3.2. Fire seasons

Fire and Emergency has the authority to declare or revoke a prohibited or restricted fire season in an area. When neither is in place, it is an open fire season. Fire seasons are set to control the use of fire, and to protect communities from the consequences of unwanted fire.

Fire and Emergency has a *Fire seasons, prohibitions and restrictions policy* to provide consistency for the management of fire seasons and related activities.

One of the following three types of fire season is in force at any time:

Open Fire Season		Fires may be lit in open air, without restriction. Applies whenever there is not a prohibited or restricted fire season in place.
Restricted Fire Season		Lighting a fire is riskier than usual. A fire permit is required and may also have specific conditions to make sure fires can be safely lit and remain under control.
Prohibited Fire Season		Lighting fires in the open air is not permitted. Existing fire permits are suspended. However, fire permits may still be granted in particular circumstances (see **Error! Reference source not found.**).

Changes to fire seasons are publicly notified, including by publishing details on Fire and Emergency's website and social media.

It is important that people planning to light fires in open air know what the current fire season is and whether a fire permit is required.

To see what the current fire season is within an area (or zone within an area) go to www.firepermit.nz and enter an address.

3.2.1. Trigger thresholds

Fire seasons are set following assessment of the fire risk conditions in an area. The trigger threshold for changing fire season is different for each area, based on local factors. This table shows the thresholds for trigger points for setting fire seasons for [name of area].

[Example table is South Canterbury's current trigger thresholds. Tables for your local area, based on local conditions will be provided by Scion once developed.]

Grass curing	Build-up Index (BUI)		
(%)	0-50	50-80	>80
0-60	Open	Restricted	Restricted
60-80	Open	Restricted	Restricted
80-100	Open	Restricted	Prohibited

The predominant fuel type is: [grassland/forest]

The representative Remote Access Weather Station(s) (RAWS) for the area [is/are: list the name and location of the relevant station/s]

3.2.2. Application of fire seasons

Fire seasons are applied to geographic zones, based on:

- general fire environment (fuel types, weather, topography)
- fire climatic zones
- topographical boundaries/features (rivers, roads, coast lines, forest and national park boundaries).

There are [number of zones] zones within [name of area], as shown on the local area map in this Fire Plan – see section 1.3 'Area covered by this plan'.

3.2.3. What's required before lighting a fire?

Anyone considering lighting a fire of any type must:

- look at the website: www.checkitsalright.nz
- understand the fire season that applies in the area
- check if a fire permit is needed, and apply for one if required on www.firepermit.nz, the check its alright website automatically links to this website if a permit is required.
- follow the conditions on the fire permit, once issued, prior to lighting and during burning
- be aware of any council bylaws or regional plan rules relating to smoke and air pollution (note: permits or consents may be required in this regard, in addition to any fire permit issued by Fire and Emergency)
- be aware of other types of restrictions on use of fire, e.g. high-level conservation land, or land subject to legal covenant, e.g. around power pylons, or areas where permanent restrictions apply.

- check the fire weather on www.fireweather.niwa.co.nz and related fire danger a week before, a few days before and on the day of lighting a fire.

3.3. Fire permits

Fire and Emergency have a *Fire permitting policy* to provide consistency to the fire permitting issuing process.

3.3.1. Requirements

A fire permit provides information that will help anyone in the community to light a fire safely, and reduces the risk of a fire burning out of control. Fire permits carry conditions which vary based on the current local fire risk conditions.

Fire risk conditions vary (hour to hour/day to day) and the permissible conditions for burning are set for each fire permit.

3.3.2. When a permit is needed

The need for a fire permit is based on:

- location of the fire and the fire risk conditions in that area
- type of fire
- time of day
- the fire season.

3.3.3. Permits in prohibited fire seasons

Fire and Emergency may grant fire permits during a prohibited fire season when there are particular circumstances, such as:

- in specific circumstances, when the grant of a fire permit is necessary to prevent, reduce, or overcome any hazard to life or because of any other serious emergency; or
- if weather or other conditions have temporarily reduced the fire hazard, so as to make it apparently safe to light a fire.

3.3.4. Fire types

Different types of fires in the open air are managed in each fire season by making them:

- Authorised
- Permit required
- Prohibited

For more information on fire types, see Open air fires – rules and permits on the Fire and Emergency website www.fireandemergency.nz.

3.4. Prohibitions and restrictions on activities

Fire and Emergency has a *Fire seasons, prohibitions and restrictions policy* to provide consistency for the application of prohibitions and restrictions on activities.

Certain activities may cause a fire to start or spread particularly when carried out under heightened fire risk conditions. These activities include:

- roadside mowing
- cutting or welding operations that involve the use of portable gas, disc grinder or arc welding equipment that produces sparks, flames or heat, generally known as 'hot works'
- chainsaw thinning to waste/tree felling.

For a full list of activities which may be restricted or prohibited, see Working on the land on www.checkitsalright.nz

3.4.1. When to prohibit or restrict activities

Fire and Emergency may prohibit or restrict one or more activities in an area or areas, when our assessment is that:

- the activity, (including access to an area) may cause a fire to start or spread and adequate controls are not available,
- fire risk conditions in the area, or likely to exist in the area, are likely to increase the risk of a fire outbreak or spread,
- the prohibition or restriction is necessary or desirable for fire control measures,
- there's an inability to adequately mitigate the assessed risk.

Prohibition or restriction means:

When an activity is…	It means the activity…
Prohibited	must not be undertaken at all by any person while the prohibition is in effect (except if it is an activity specifically excluded from any prohibition).
Restricted	can be undertaken subject to certain conditions, such as restrictions on: • the times of the day • the manner in which it is undertaken.

3.5. Activities and risk mitigation

In [name of area] the types of activities carried out which are known to have caused fires in certain conditions are listed below, along with information on where to find specific risk mitigation information (either regional or national resources).

Information about mitigating the risk of activities and other fire safety tips can be found on checkitsalright.nz.

The current fire status for certain types of elevated fire-risk activities, is available by region on Fire and Emergency's website [URL still to be determined].

[Remove rows from this table if the activities are not carried out in your region. Add any others.]

Activity:	Risk mitigation information:	Applies to:
Forestry operations	Refer to Forest Fire Risk Management Guidelines: www.nzfoa.org.nz/resources/file-libraries-resources/standards-and-guidelines/670-forest-fire-risk-management-guidelines/file	National

Activity:	Risk mitigation information:	Applies to:
Any in rural areas	Rural Fire – A guide on how to manage the risks www.checkitsalright.nz/reduce-the-risk/working-on-the-land/forestry And on: www.nzfoa.org.nz/resources/file-libraries-resources/fire/831-rural-fire-guidelines-managing-the-risks/file	National

3.5.1. Notification of prohibition or restriction of an activity

Fire and Emergency generally provides notice of a prohibition or restriction directly (by phone, email or face-to-face) to any individuals or groups who are likely to be adversely affected by it.

Other means of communication can be signs on access routes or buildings, or by public notification usually through multiple channels.

3.5.2. What's required before carrying out activities that carry fire risk

Anyone planning to carry out an activity that has the potential to cause a fire to start or to spread must:

- Be aware that prohibitions and restrictions can change often, and quickly.
- Check the fire weather rating for the area and the activity – see www.niwa.fireweather.co.nz
- Adopt the risk mitigation rules and guidelines recommended for the activity in Working on the land. www.checkitsalright.nz/reduce-the-risk/working-on-the-land

Also refer to:

The guidelines for restricting or prohibiting of activities during periods of extreme fire risk. [Under development – name to be determined]

3.6. Fire hazard removal

Fire and Emergency has a *Fire hazard removal policy* to provide consistency to the hazard removal process. This process is used to intervene to ensure vegetation of other things which are causing a fire hazard are removed or destroyed. A process to establish the severity of the hazard and likelihood of ignition informs the decision to take action or not.

Fire and Emergency may require fire hazards to be removed from urban or rural land, and if so will issue a written fire hazard removal notice to the land owner/occupier. This notice requires the owner/occupier to either remove or destroy vegetation or other objects on their land that could potentially increase the risk of a fire outbreak or a fire spread.

Fire hazard removal powers apply to land, but not to anything on or inside a building. Local councils have the authority to address fire risk related to buildings.

3.6.1. What's required in relation to fire hazards

Land owners/occupiers should:

- Keep their properties free from a build-up of fire-hazardous materials.

- Remove any fire hazardous material promptly, if they receive a notice.

Anyone who becomes aware of a fire hazard can report it to Fire and Emergency – see Submit a Fire Hazard Assessment Request at www.fireandemergency.nz/at-home/fire-hazards-in-your-community/ for the Potential Fire Hazard Advice form.

4. Compliance and Enforcement

4.1. Fire and Emergency's role

The Act gives Fire and Emergency compliance and enforcement responsibilities, and powers to support interventions in cases of non-compliance. In line with this, Fire and Emergency has developed a comprehensive Risk Reduction Strategy, supported by a compliance and enforcement policy.

Compliance activities focus on education and awareness, followed by issuing warnings. If compliance is still an issue, then enforcement activities may be carried out.

Where there are cases of serious or repeated non-compliance, Fire and Emergency may use infringement notices or court prosecutions as a response to poor behaviour with fire. For more information on Fire and Emergency's compliance and enforcement policies and procedures and other relevant topics, visit www.fireandemergency.nz/about-us/compliance-and-enforcement/

4.2. Council rules and bylaws

No matter the current fire season, council bylaws and regional plan rules relating to smoke and air pollution must always be complied with, even with if Fire and Emergency has issued a fire permit.

[Include links to relevant council and regional council rules regarding smoke and air pollution.]

4.3. Conservation land rules

There are year-round fire restrictions on public conservation land, including:

- No open fires are permitted during a prohibited fire season.
- At other times fires may be lit only in permanent Department of Conservation fireplaces at overnight campsites or amenity areas.
- Special rules relate to back country cooking, and warming campfires.
- For more information, see the www.checkitsalright.nz website.

4.4. Legal covenants or restrictions

There may be legal covenants or restrictions which restrict the ability to light a fire in some areas, regardless of the fire season. For example, if there are power pylons or other infrastructure nearby. Therefore, even if you don't need a permit, you may not light fires in some places. You will also need landowner approval before lighting a fire, even if Fire and Emergency has issued a fire permit.

5. Readiness, response, recovery

This fire plan deals mostly with the Reduction aspect of the 4R's model of Emergency Management, as shown in the diagram below. This section provides some comment on the other aspects of the model: Readiness, Response, and Recovery.

Reduction. Identifying and analysing long-term risks to human life and property; taking steps to eliminate these risks if practicable, and, if not, reducing their impact and the likelihood of them occurring.

Recovery. Helping people who have suffered loss and trauma to receive the appropriate support. Coordinated efforts and processes to bring about the immediate, medium-term and long-term recovery of a community following a major emergency.

Readiness. Developing operational systems and capabilities before an emergency occurs, including self-help initiatives for the public, specific programmes for emergency services, lifeline utilities and other services.

Response. Attending incidents and taking immediate action before, during or directly after a fire to protect and preserve life, prevent or limit injury, reduce damage to land or property, protect the environment and help people begin recovery.

Diagram: The 4 R's Model of Emergency Management

5.1. Readiness

Fire and Emergency is committed to a high standard of 'readiness' for emergencies through developing operational systems, capabilities and monitoring activities. This includes:

- systems to monitor the skills and experience of personnel
- processes to ensure operational equipment is tested, checked and ready when required.
- auditing systems and processes
- learning from previous operational responses to help prepare and be ready for similar incidents.

In addition to Fire and Emergency's own readiness activities, there is also a strong focus on ensuring that communities are ready for fires through education and by promoting safe practices and actions to take during a fire.

More information on Readiness can be found at the following links:

- www.fireandemergency.nz/at-home/the-threat-of-rural-fire/
- www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/farm-rural-business-fire-safety-checklist/
- www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/rural-property-checklist/
- www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/forestry/
- www.checkitsalright.nz/reduce-the-risk/working-on-the-land/fire-for-land-management

5.2. Response

Fire and Emergency provides expert and effective response services that protect and preserve life, property and the environment.

Fire and Emergency have systems in place that identify the types of resources needed to respond to different types of incidents, details of partner agencies and contractors that can assist with emergency responses, and information relevant to risks in specific locations.

Information for the initial response is part of standard operating procedures that Fire and Emergency has in place across the country. This includes data on resources that can be mobilised when incidents escalate. Agreements are in place with service providers including ground and air firefighting operators with the necessary skill sets and capability, and can be mobilised to support Fire and Emergency at incidents when required

Fire and Emergency also holds information relating to the response required for specific risks, sites or locations. These are documented as risk or tactical plans and can be referenced when needed. These plans are regularly updated to ensure that Fire and Emergency has the most up to date information possible.

More information on Response can be found at www.fireandemergency.nz/about-us/

5.3. Recovery

Fire and Emergency is committed to doing what it can to help people recover from emergencies. Fire and Emergency is working to further understand how to best deliver recovery services and establish how we can better partner with other agencies after major incidents and assist communities as the lead agency at smaller incidents.

Fire and Emergency will further develop capabilities and procedures to ensure all aspects of the Recovery phase is managed in an effective manner.

6. Contact us

[Include contact information here. E.g. phone numbers, email address.

Use generic email addresses and phone numbers for the main office to avoid having to maintain the list as personnel change]

7. References

Legislation

Fire and Emergency New Zealand Act 2017

Fire and Emergency New Zealand (Fire Permits) Regulations 2017

Fire and Emergency New Zealand (Fire Plans) Regulations 2018

Strategic documents

Fire and Emergency New Zealand National Strategy 2019 -2045

Risk Reduction Strategy 2019-2029

Fire and Emergency National Plan - 10-year plan (under development)

Content on Fire and Emergency websites

Fireandemergency.nz

- Recreational and cultural –www.fireandemergency.nz/recreational-and-cultural/
- Farms, rural properties and rural businesses – www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/
- Protect your home from outdoor fires – www.fireandemergency.nz/at-home/protect-your-home-from-outdoor-fires/
- Fire hazards in your community – www.fireandemergency.nz/at-home/fire-hazards-in-your-community/
- Access to the property for emergency services – www.fireandemergency.nz/at-home/access-to-the-property-for-emergency-services/
- Threat of rural fire – www.fireandemergency.nz/at-home/the-threat-of-rural-fire/
- Compliance and Enforcement – www.fireandemergency.nz/about-us/compliance-and-enforcement/
- Farm and rural business fire safety checklist – www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/farm-rural-business-fire-safety-checklist/
- Rural property checklist – www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/rural-property-checklist/
- Forestry – www.fireandemergency.nz/farms-rural-properties-and-rural-businesses/forestry/

Checkitsalright.nz

- Fire for land management - www.checkitsalright.nz/reduce-the-risk/working-on-the-land/fire-for-land-management
- Guidelines for setting fire seasons (under development)
- Guidelines for restricting or prohibiting of activities during periods of extreme fire risk (under development)

Firepermits.nz

NIWA

Fire weather data – www.fireweather.niwa.co.nz/

[Include any of your local links and relevant document]

Firepermits.nz

NIWA