



WHAKARATONGA IWI

**FIRE
EMERGENCY**

NEW ZEALAND

A large, intense bushfire with bright orange and yellow flames rising from a line of trees. In the foreground, four firefighters in yellow and orange protective gear are standing in a field of dry grass, observing the fire. The sky is dark and filled with smoke.

***Rural Leaders
NATIONAL WORKSHOP***
14th June 2017

AGENDA

TIME	AGENDA ITEM
From 9am	Coffee and Tea on arrival
9:30am	Welcome
9:35am	Setting the Scene What it means for you to be getting ready for the new organisation
9.45am	Agenda Overview What we will cover today and what support we will provide
9.50am	Day One Readiness: What Day One looks like in general for rural Day One Transition - Q&A HR Delegations, policy changes and Volunteer recruitment process Infrastructure, assets, access plans, file structure and storing documents TA Arrangements, Forestry agreements Rural payment arrangements until PSE is updated 'How do I?' cards
10.35am	Morning Tea
10.45am	Legislative Context What is changing for rural? Overview of Crown Entities Act and responsibilities under the Act
11am	Volunteers with Fire and Emergency New Zealand Year One Initiatives for Volunteers Volunteer Issues Process and Interim Dispute Resolution Process VRFF Payments (Operational)
11.30am	Safety, Health and Wellbeing: What support is available for rural?
11.45am	Operational Policies and Processes Q&A on Command and Control, Authorised Person, and Inspector Powers Hazardous Substances Fleet/EQ Management Emergency Delegations Jurisdiction Fire Plans and Fire Permits
12.30	Lunch
1pm	Fire Plans and Fire Permit continued (15 mins) Corporate Policies and Processes What is changing for rural under each of the 8 policy packages VRFF Grant and related topics - grant guidelines around what it can be used for, how information can be shared
2pm	ICT Systems new to rural ApprovalPlus and P-Card Update on data migration SMS Demo Learning Station
3pm	Afternoon tea
3.15pm	Action Planning: Develop a region based and individual action plan
3.45pm	What next?
Close 4pm	

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SESSION 1 : DAY ONE READINESS

HR policy and delegations

Fire and Emergency New Zealand HR Policies

There will be a comprehensive suite of HR policies, processes, templates and toolkits available on the intranet to support our people to lead others and get things done within Fire and Emergency New Zealand from 1 July.

HR categories of policies, tools and templates available include:

- Recruitment, Transfers and Exits such as support developing a job description, hiring a new staff member or managing a resignation
- Performance and Conduct such as performance management tools for leaders and business rules and expectations around conduct
- Leave, Pay and Recognition such as how to apply for various types of leave and information relating to medals, honours and awards

Fire and Emergency New Zealand policy additions and updates

In preparation for the transition, any changes to HR policies were subject to the NZFS corporate policy framework review and approval process.

The objective of this review was only to identify policy and related collateral which was not suitable to be extended to rural in its current state and to adapt it if necessary.

All of the existing policies and processes within scope of the HR review were generally considered 'fit for rural' and no significant content amendments were considered necessary in order to operate on day one.

There has been a couple of additional interim HR processes and guidelines added to the existing collateral to accommodate rural operations.

Interim HR Processes for Rural personnel

Topic

Volunteer recruitment processes are inconsistent across the country which would expose the organisation to some risk

Solution

A pre-engagement police check is to be undertaken for all new volunteers (at a minimum)

Volunteer engagement documents to be completed for each new VRFF/Brigade member

This is an interim solution until a full review of the recruitment processes has been undertaken in line with the new Recruitment Management System implementation (12-18 months)



SESSION 1 : DAY ONE READINESS

HR policy and delegations

Topic

Rural roles are not currently included in the NZFS remuneration framework

Solution

The roles have been graded independently in the interim to support the recruitment and appointment of new people to rural positions.

A full review has been prioritised focusing on incorporating rural roles into the existing framework (12-18 months)

HR Delegations

An HR delegation schedule has been prepared and will be published on the intranet from 1 July.

Existing NZFS delegations were retained and extended to their same or most similar rural counterparts.

For example: Principal Rural Fire Officers will have the same HR delegations as the current Area Managers.

Volunteer delegations are yet to be confirmed however for core HR functions, it is expected there will be a continuation of current practise.

I.E. recruitment, exit, performance management and dispute resolution.



SESSION 1 : DAY ONE READINESS

Infrastructure, assets, access plans, file structure

Infrastructure

- Boxes of desktop kit – screens, docking station, keyboard, mouse, etc.
- Being constructed and delivered to site
- IT specialist will come on site to set up

Access

- Portal – <http://portal.fireandemergency.nz>
- Login – `firstname.lastname@fireandemergency.nz`
- However, where Preferred Name differs, that will be used
- Access to required applications

File Structure and Storing Documents

Access to Shared Drives:

- N:\ National Shared Space – country-wide collaboration
- O:\ Your personal / private folders
- P:\ Departmental Shared Space

Structure is:

- Region – R1, R2, R3, R4, R5
- District – combined District name
- VRFF
- Your current folder structure (populated by Data Migration team)

Level 1 (Region) can see all subsequent folder layers

Any level can access one level up

Folders within a level cannot access any other folder on that level e.g. VRFF3 can't see VRFF4, Region1 can't see Region2

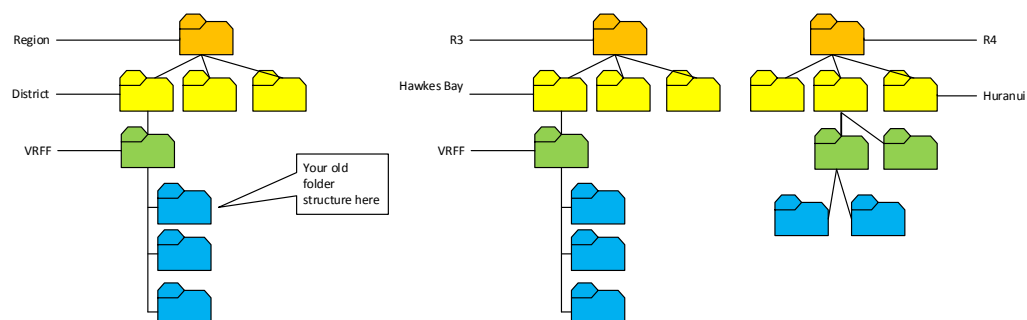


SESSION 1 : DAY ONE READINESS

Infrastructure, assets, access plans, file structure

File Structure and Storing Documents

- Examples



Physical Documentation

- Bring anything you need for Day One with you
- Further physical records will be dealt with at a later date
- If you need something you have left behind, make some enquiries to your previous employer
- If you have problems, please let us know



SESSION 1 : DAY ONE READINESS

Rural payment arrangements until PSE is updated

How will Rural staff be paid?

We have set up an interim payroll team specifically for Rural. This will remain in place until we understand the Rural pay well enough to document and hand over to the BAU team. Two members of the BAU team are working with us so handover should go smoothly. This arrangement is expected to be in place until September.

Payments

The following applies:

- Staff will be paid standard hours unless we receive a timesheet with extra payments
- For staff who normally work irregular hours, a timesheet is required each fortnight
- Leave, including annual, sick, bereavement and time in lieu is applied for through the employee kiosk. Workflow sends this to your manager for online approval
- Earned Time in Lieu is also applied for through the employee kiosk (from the Leave screen)

Payslips

Leave types will not show as a separate item on your payslip but your leave balances will be updated. We will change this as part of future development work.

You can access your payslips:

- From the employee kiosk. You can also access payslip data from your mobile device if you have logged into the network via The Portal.
- A text message service is also available which provides the net amount going to the bank; to take advantage of this service, please email the mobile number to receive the text message to Jemma. Shadrock@fire.org.nz by 16th June 2017

Pay Cycles

- The pay is run fortnightly on a Friday and includes payment up to and including the following Wednesday
- The first pay run for Rural Paid staff will be run on Friday 30 June and include 3 days' pay for the period 3 July – 5 July.
- Pay details will be sent to the bank on Tuesday 4th July for processing overnight so pay is available on Wednesday 5th July.
- Timesheets need to be on Wednesday 5pm before Pay Run day for amendments up to and including that day.



SESSION 1 : DAY ONE READINESS

Rural payment arrangements until PSE is updated

Bank Accounts

You can split your pay across 4 different bank accounts. Up to 3 bank accounts with fixed \$ amount and remaining pay in 4th account. Please let Jemma know if you want to take advantage of this.

Delegated Authority in Employee Kiosk

The employee kiosk will workflow all timesheet and leave requests to the PRFO for approval unless you advise us you want these to go to someone else. Currently there are 4 'Functional Reports' (Pse speak) available in the HRIS system:

- Leave approval
- Timesheet approval
- Health and Safety
- Business Support

Please let Jemma know if you want to assign these by 16th June.

Volunteer Agreements

Volunteer agreements are coming in slowly. As at Friday we have received 1,000 / 3,000. We will only set the volunteers up when we receive their agreement. This means they will not exist in the HRIS system or any other downstream systems that personnel data flows to including SMS and Active Directory (network login, email address etc.).

We are getting some agreements back saying they no longer want to volunteer. We will collate the data and let you know who they are.



SESSION 1 : DAY ONE READINESS : NOTES

Day One Transition : Questions and Answers

Notes:

HR delegations, policy changes, volunteers recruitment progress

Notes:

Infrastructure, assets, access plans, file structure and where store files electronically

Notes:



SESSION 1 : DAY ONE READINESS : NOTES

TA Arrangements, Forest Agreements

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Rural payment arrangements until PSE is updated

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'How do I?' cards

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**SESSION 2 :
LEGISLATIVE CONTEXT : NOTES**

What is changing for rural

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Overview of Crown Entities Act and responsibilities under the Act

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SESSION 3 : VOLUNTEERS WITH FIRE AND EMERGENCY NEW ZEALAND

Overview of Year One Support Initiatives planned

The four Year One Initiatives (labelled A, B, C and D) are broken down into a number of components, each of which will be implemented from 1 July 2017. An overview of all initiatives and components is provided in the table below.

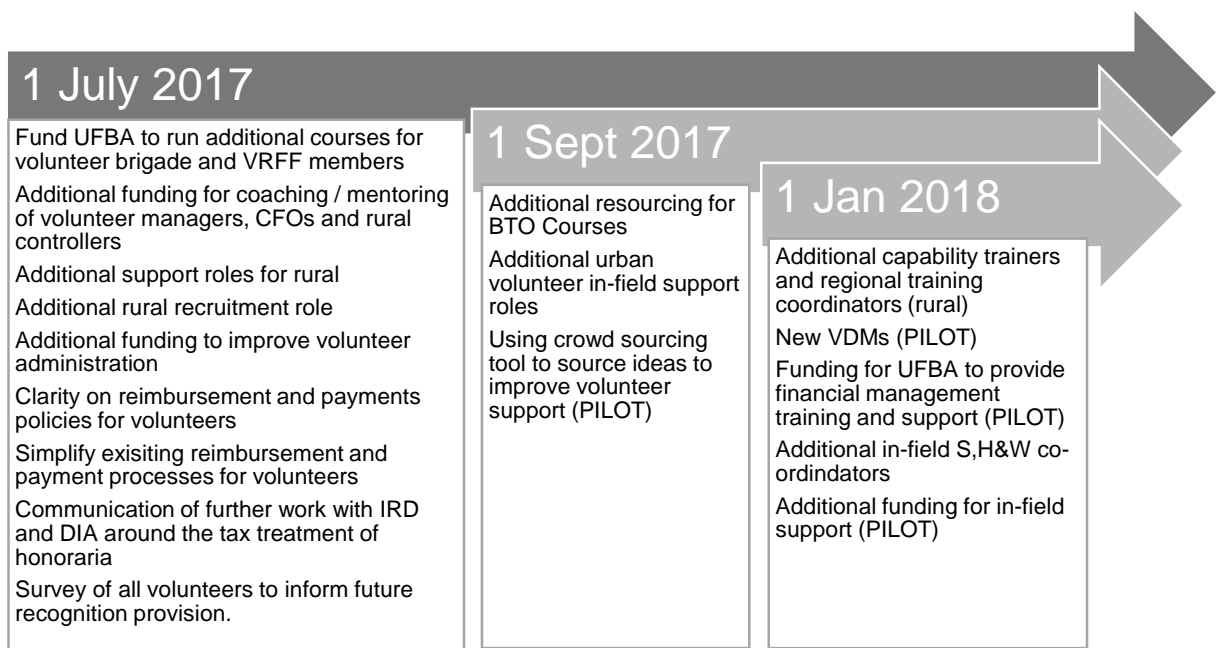
Description
A. Increased funding for volunteer training and development
A1. Additional Capability Trainers (Urban) and Regional Training Coordinators (Rural).
A2. Additional Resourcing for Brigade Training Officer Courses (adapted for Rural).
A3. Fund UFBA to run additional courses for volunteer brigades and VRFF members.
<ul style="list-style-type: none"> • 1 x Leadership and Governance course (additional to current courses). • 4 x emerging leader course (new).
A4. Additional funding for coaching / mentoring for volunteer managers, CFOs and Controllers.
A5. New Volunteer Development Managers (VDM) (PILOT).
A6. Funding the UFBA to provide financial management training and support (PILOT).
B. Additional In-field support resources for VRFFs and Urban Brigades
B1. Additional support roles for rural.
B2. Additional rural recruitment role.
B3. Additional urban volunteer in field support roles (fixed term).
B4. Additional in-field Safety, Health and Wellbeing Coordinators.
B5. Additional funding to improve volunteer administration.
B6. Additional funding for In-field Support (PILOT).
B7. Using crowd sourcing tool to source ideas to improve volunteer support (PILOT).
C. Reimbursement and Payment Policies
C1. Clarity on reimbursement and payments policies that apply to volunteers
C2. Simplifying existing processes for reimbursements and payments to volunteers
C3. Communication of further work with IRD and DIA regarding tax treatment of honoraria payments
D. Consideration of Membership of the New Zealand Fire Fighters' Welfare Society
D1. Conduct a survey of all volunteers to inform future recognition provision.



SESSION 3 : VOLUNTEERS WITH FIRE AND EMERGENCY NEW ZEALAND

Overview of Year One Support Initiatives planned

A number of these components will be in place for 1 July 2017, however work on others will continue as part of 'Day One Plus' activities and during the first year of the integration period. The diagram below summarises the estimated sequence of delivery of the Year One Initiative components.

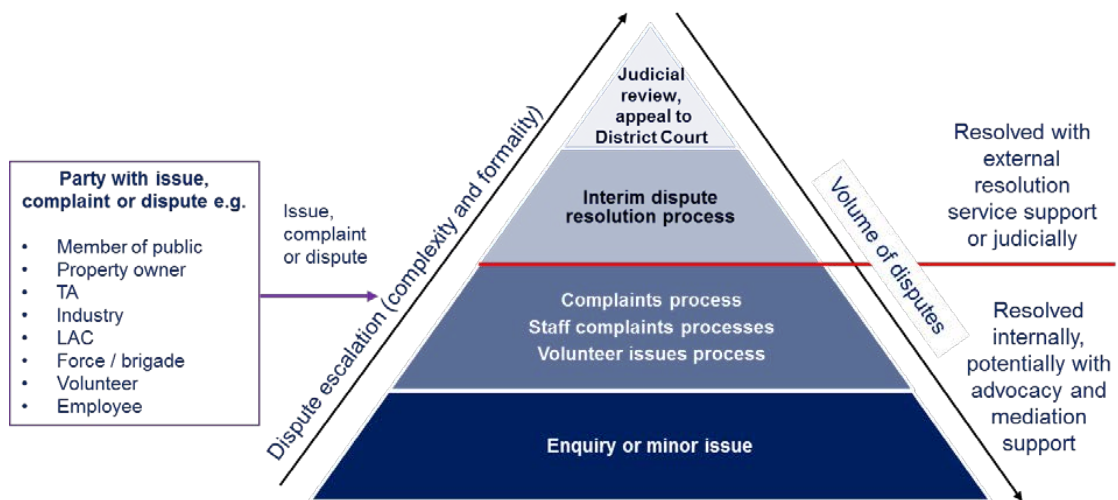




SESSION 3 : VOLUNTEERS WITH FIRE AND EMERGENCY NEW ZEALAND

Overview of Resolution Framework

Resolution framework



Interim Dispute Resolution Process: Key points

- Will be available from Day One.
- Covers all disputes except; employment disputes or a dispute about an offence or a dispute related to the Minister.
- Available to all personnel (employees, volunteers and contractors) and the public.
- Person with dispute will be encouraged to use the volunteer issues process (VIP) or complaints process before applying to the interim dispute resolution process.
- Criteria for acceptance of a dispute:
 - Relates to performance or exercise of a FENZ function.
 - A concern that an internal process (e.g. VIP or complaints process) has not followed required principles e.g. hasn't been fair or independent.
 - Isn't frivolous or vexatious
 - A dispute based solely on dissatisfaction with the outcome of a VIP or complaints process won't meet acceptance criteria.
- Case Manager will assist with process guidance
- Mediation, facilitation and adjudication will be outsourced



SESSION 3 : VOLUNTEERS WITH FIRE AND EMERGENCY NEW ZEALAND

Overview of Resolution Framework

Volunteer Issue Process Management

- Will be available from Day One.
- Covers issues raised by volunteers relating to their volunteering role.
- Complementary to the IDRP, designed to be early and local resolution of issues.
- Provides a process for volunteers to raise issues within.
- Empowers local leadership: in the rural sense this is PRFOs and Deputy PRFOs (or Controllers where these are already managing volunteer issues).
- “Technical” support and process advice is provided by the People and Capability team.’
- Recognises that issues occur in a community setting, “remediation of relationships”.
- Informal and formal mediation/facilitation can be provided
- Recording, measurement and monitoring



SESSION 3 : VOLUNTEERS WITH FIRE AND EMERGENCY NEW ZEALAND : NOTES

Year One initiatives for Volunteers

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Volunteer Issue Process Management and Interim Dispute Resolution Process

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VRFF Payments (operational)

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SESSION 4 : SAFETY, HEALTH AND WELLBEING

he waka eke noa

Our commitment to our people is represented in this whakataukī (Māori proverb) which translates as “everybody in one canoe with no exception”. This acknowledges the importance of everyone across the whole organisation; values different roles and skills needed in different parts of the waka working together; and affirms every person belonging and being protected within a unified purpose. Nothing is more important than our people.

Roles & Responsibilities

What are my responsibilities?

- As a worker for Fire and Emergency New Zealand you have responsibilities to:
- look after your own safety, health and wellbeing as far as you can
- take care that the things you do and things you don't do will not cause harm to the safety, health and wellbeing of others
- follow instructions from Fire and Emergency New Zealand as far as you can
- work within policies or procedures of Fire and Emergency New Zealand relating to safety, health and wellbeing that you have been notified about. We all share responsibility for reporting accidents, inquiries and near miss events and for engaging and speaking out when we have concerns.

What are leaders and managers responsible for?

Leaders and managers are responsible for:

- the safety, health and wellbeing of their people as far as their influence or control extends
- consulting, cooperating, and coordinating with agencies and others we work alongside
- listening to and valuing their people to build workplaces that support their psychological wellbeing and learning.

Reporting

How do I report a workplace injury, near miss, hazard, or psychological concern?

In the same way you do now. For example, through your officer, manager, PRFO, CFO, or fire controller – whichever is applicable. If you are currently using AERIK (the Accident and Event Reporting and Investigation Kiosk) for recording events, keep using it – a new system is coming later in 2017.

You can also contact the Transition Helpdesk on: 0800 232 015 or support@fireandemergency.nz if you can't get hold of your manager or officer.



What happens next?

For all employees: Fire and Emergency New Zealand will be an ACC-accredited employer in the same way NZFS is currently. So any work-related injury will be reported to the Injury Management Unit Team which will manage and support your treatment, rehabilitation and safe return to work.

For all volunteers: If you have injuries related to Fire and Emergency New Zealand work activities, ACC will support your injury and recovery. If you have lost time from your usual employment, you can apply for reimbursement of the first week of lost time and a 20% top up payment for further time lost, from Fire and Emergency New Zealand.

This service is available to rural and urban volunteers. Contact the United Fire Brigades' Association who administers this process.

Find out more on ufba.org.nz or phone 04 237 0265.

0800 232 015 Email: support@fireandemergency.nz Website: fenzproject.co.nz

Support

How do I get help and support?

You can get help and advice through your officer, manager, PRFO or CFO. You can also contact the Safety, Health and Wellbeing Team directly. Region SHW Advisors, the National Welfare Liaison Officer, and the National SHW Manager, are all available to help you or your manager with information and advice.

From 1 July, if you have any concerns about your psychological wellbeing, or the wellbeing of one of your work mates, we can arrange confidential help for all personnel, as a priority. More information about a range of support initiatives – such as the Hauora Health Monitoring Programme, vaccinations, workplace assistance programmes, peer support, Critical Incident and Personal Stress Support – is available through the SHW Team.

The SHW team's names and contact details are available from the Day One section of fenzproject.co.nz, and on the new intranet. You can find out more by going to the SHW 'Quick

Link' on the intranet home page. You can also contact the Transition Helpdesk on: 0800 232 015 or support@fireandemergency.nz



Information & Communication Technology (ICT)

Are we getting a SHW technology system?

Yes, a technology support solution is in the final stages of development, with input from representatives from all parts of the organisation. It will be more accessible and easier to use, and will help you meet your SHW responsibilities. The system will cover reporting of work-related injuries, illnesses and near miss events, investigations, and reporting of hazards with information on control measures. The first modules will be available to everyone no later than December 2017.

Other modules including safety observations, contractor management, auditing, and claims management will be introduced during 2018.

If you are currently using AERIK (the Accident and Event Reporting and Investigation Kiosk), keep using it in the meantime to report SHW events.

Strategy

Who has okayed this approach?

The new Fire and Emergency New Zealand Safety, Health and Wellbeing (SHW) Strategy and Policy Commitment have been approved by the Board. The approach has also been endorsed by each of the five unions and associations that represent Fire and Emergency New Zealand personnel.

Where can I get a copy of the SHW Strategy, and supporting information?

Your leaders and managers will have copies to discuss with you as soon as possible. What you need to know for Day One is on fenzproject.co.nz. All safety, health and wellbeing information and tools will be available from a 'Quick Link' on the new intranet homepage.

Check out the Day One section of fenzproject.co.nz, or talk to your leaders or business services people, for more information. From 1 July, you can also contact the Transition Helpdesk Team on 0800 232 015 or support@fireandemergency.nz with questions about HR, pay, fleet management, property, safety, health & wellbeing, etc.



SESSION 5 : OPERATIONAL POLICIES AND PROCESSES

Fire seasons, prohibitions and restrictions for fire control



Fire seasons, prohibitions and restrictions for fire control (DRAFT)

Introduction

When to use	This guide provides key information for exercising fire control powers from 1 July 2017.
Role	<ul style="list-style-type: none">Principal Rural Fire OfficersDeputy Rural Fire OfficersArea ManagersAssistant Area Managers
Contents	<ul style="list-style-type: none">Day One requirementsDeclaring a fire seasonProhibitions and restrictions for fire control

Day One requirements

Fire seasons are not preserved by the Fire and Emergency New Zealand Act 2017	<p>Any prohibited and restricted fire seasons declared under the Forest and Rural Fires Act 1977 before 1 July 2017 are not saved by the Fire and Emergency New Zealand Act 2017 (Act).</p> <p>Where required, Principal Rural Fire Officers (PRFOs) or Deputy Principal Rural Fire Officers (DPRFOs) must declare prohibited and restricted fire seasons under the Act.</p>
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Fire seasons, prohibitions and restrictions for fire control

Declaring a fire season

Who can declare a fire season

The power to declare or revoke a fire season has been delegated to the following roles:

- National Manager Rural
- Regional Manager Rural
- Principal Rural Fire Officer
- Deputy Principal Rural Fire Officers
- National Commander Urban

When deciding if a season should be declared, PRFOs should make an assessment of both fixed and variable factors in the fire environment that determine:

- ease of ignition
- rate of spread
- degree of difficulty of control
- fire impact.

Consideration should be given to avoid imposing excessive restrictions on the public when declaring a restricted fire season, and creating unnecessary work issuing fire permits when the fire risk conditions indicate they are not necessary.

Declaring a restricted or prohibited fire season

Under section 56 of the Act, Fire and Emergency may, by public notice, declare, for any area a:

- prohibited fire season
- restricted fire season.

An area that is not in a prohibited or restricted fire season is in an open season.

Under sections 57 and 58 of the Act, a person must not light or allow another person to light a fire in open air in an area that is in a restricted or prohibited fire season unless it is in accordance with:

- a permit granted under regulations made under section 190; and
- any conditions of the permit.
- The interpretation section of the Act defines “publically notified” as publishing a notice in “1 or more newspapers circulating in the area which relates to the notice”, or on an Internet site. (The Act also provides for publication in the Gazette but we understand this is not a usual way of publishing fire seasons).

You must update the season status for the impacted zone(s) on the [Check it's alright to light](#) website and on your local website if applicable. See procedure: Request published fire season status change.



Fire seasons, prohibitions and restrictions for fire control

If appropriate, you can also publish a public notice in local papers circulating in the area where the season status has changed. Standard wording for these public notices follow below.

Public notice for declaring a prohibited fire season

Prohibited Fire Season

Notice is hereby given under section 56(1)(a) of the Fire and Emergency New Zealand Act 2017 that a **Prohibited Fire Season** is declared from [time], [date] in [location(s)] until revoked or amended by Fire and Emergency New Zealand.

A person commits an offence if they knowingly or recklessly light, or allow another person to light, a fire in open air in an area that is in a prohibited fire season unless in accordance with a permit issued by Fire and Emergency New Zealand and any conditions of the permit.

Fire and Emergency New Zealand can only consider granting a permit during a prohibited fire season if it considers:

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

[Name]

Principal Rural Fire Officer

[Rural Fire District]

Public notice for declaring a restricted fire season

Restricted Fire Season (Fire by Permit Only)

Notice is hereby given under section 56(1)(b) of the Fire and Emergency New Zealand Act 2017 that a Restricted Fire Season is declared from [time], [date] in [location(s)] until revoked or amended by Fire and Emergency New Zealand.

A person commits an offence if they knowingly or recklessly light, or allow another person to light, a fire in open air in an area that is in a restricted fire season unless in accordance with a permit issued by Fire and Emergency New Zealand and any conditions of the permit.

[Name]

Principal Rural Fire Officer

[Rural Fire District]

Declaring seasons on Public Conservation Land (PCL)

Fire and Emergency is responsible for declaring seasons on Public Conservation Land (PCL), in accordance with Department of Conservation policies outlined in its interim fire plans.

Section 144 of the Act provides a definition for PCL and other lands gazetted by the Minister of Conservation as Public Conservation Land State areas.

Safety margins around this land no longer exist from 1 July 2017, so are not subject to PCL restrictions.



Fire seasons, prohibitions and restrictions for fire control

A fire permit is required for all fires on PCL other than for an “approved campground fire” or a “fire lit for cooking or warmth”. In New Zealand’s 13 National Parks, fires are subject to National Park policy.

Definition of fire in open air

The Interpretation section of the Act defines fire in open air as meaning fire other than in:

- a fireplace that is located in a building or structure and that complies with any relevant requirement of the Building Act 2004 and the relevant district plan; or
- a place or thing, or a type of place or thing, that is:
 - prescribed by regulations made under section 148; or
 - authorised by Fire and Emergency New Zealand.

The power to authorise a place or thing, or a type of place or thing to not be considered a fire in open air has been delegated to the following roles:

- National Manager Rural
- Regional Manager Rural
- Principal Rural Fire Officer
- National Commander Urban
- Fire Region Manager
- Area Manager

Excluded fire types don’t require a fire permit during a restricted or prohibited fire season.

Examples of exclusions previously in place under the Forest and Rural Fires Act 1977 include:

- Charcoal BBQs
- Permanent outdoor fireplaces
- Braziers
- Cooking fires.

Offences

Under sections 57 and 58 of the Act, a person commits an offence if they knowingly or recklessly light, or allow another person to light a fire without a fire permit, or not in accordance with the conditions of a fire permit during a restricted or prohibited fire season.

A person who commits an offence under these sections is liable on conviction:

- a) in the case of an individual, to a term of imprisonment not exceeding 2 years or to a fine not exceeding \$300,000, or both
- b) in any other case, to a fine not exceeding \$600,000.



Fire seasons, prohibitions and restrictions for fire control

Prohibitions and restrictions for fire control

Prohibiting fire in open air and prohibiting or restricting other activities

Under section 52 of the Act Fire and Emergency may, if it considers that fire risk conditions exist or are likely to exist in the area; and the prohibition is necessary or desirable for fire control:

- a) prohibit the lighting of fires in open air in an area
- b) prohibit or restrict any other activity in an area, including access to the area, that Fire and Emergency considers may cause a fire to start or to spread.

Fire risk conditions are defined in the Interpretation section of the Act as “weather or other conditions that will, or are likely to, endanger persons or property by increasing the risk of the outbreak or spreading of fire”.

Fire control is defined in the Interpretation section of the Act as:

- a) preventing, detecting, controlling, and putting out fire
- b) protecting persons and property from fire.

Fire and Emergency may not prohibit a person who lives or works in an area from accessing the area. In addition, prohibitions and restrictions don't apply to any person carrying out essential services in the area to which a prohibition or restriction applies.

Who can prohibit fire in open air, and prohibit or restrict other activities?

The power to prohibit fire in open air, and prohibit or restrict other activities sits with Fire and Emergency New Zealand (the Board). The Board has delegated this power to the following roles:

- National Manager Rural
- Regional Manager Rural
- Principal Rural Fire Officer
- Deputy Principal Rural Fire Officers
- National Commander Urban
- Fire Region Manager
- Area Manager
- Assistant Area Manager.



Fire seasons, prohibitions and restrictions for fire control

Prohibiting fire in open air

The power to prohibit fire in open air under section 52 of the Act gives Fire and Emergency the ability to apply fire control restriction more specifically to areas, places, and locations, e.g. 'Red Flag Days' without having to declare a season. This may occur when extreme weather conditions are being experienced for a short period of time.

A person who has notice that the lighting of fires in open air in an area is prohibited under section 52 of the Act must not, while the prohibition is in effect, light or allow another person to light a fire in open air in that area. Any current fire permits are suspended while the prohibition is in place. Persons wishing to burn while fire is prohibited under section 52 must apply for a fire permit.

Note: Under section 190(6)(a) of the Act, Fire and Emergency can't grant a permit when fire is prohibited in open air unless it considers that the permit is necessary to prevent, reduce, or overcome any hazard to life or because of any other serious emergency.

When prohibiting fire in open air, Fire and Emergency may:

- a) publicly notify the prohibition or restriction, e.g. in a local newspaper, the [Check it's alright to light](#) website, [Fire and Emergency](#) website, or
- b) provide notice of the prohibition directly to any person.

Prohibiting or restricting activities

When prohibiting or restricting activities under section 52, Fire and Emergency would generally provide notice of the prohibition or restriction directly to any affected persons. This may be by direct contact (phone/email/in person), public notice in a newspaper, or signs on access routes, buildings etc.

Offences

Under sections 54 and 55 of the Act, a person who has notice that an activity in an area is prohibited or restricted under section 52 must not, while the restriction is in effect, breach that restriction.

A person has notice that an activity in an area is restricted if the person knows or ought reasonably to know that the activity is restricted in that area.

A person commits an offence if the person knowingly or recklessly contravenes the prohibition or restriction.

A person who commits an offence under this section is liable on conviction:

- a) in the case of an individual, to a term of imprisonment not exceeding 2 years or to a fine not exceeding \$300,000, or both
- b) in any other case, to a fine not exceeding \$600,000.



Issuing fire permits



Issuing fire permits (DRAFT)

Introduction

When to use	This guide provides key information for the issuing of fire permits from 1 July 2017.
Role	All fire permit issuers
Contents	<ul style="list-style-type: none">• Fire permitting from 1 July 2017• Fire permit application and assessment• Fire permit template• Suspension or cancellation of fire permit• Public Conservation Land• Urban areas

Fire permitting from 1 July 2017

Fire and Emergency New Zealand (Fire Permits) Regulations 2017	<p>From 1 July 2017 fire permitting is subject to the Fire and Emergency New Zealand Act 2017 (Act) and the Fire and Emergency New Zealand (Fire Permits) Regulations 2017 (Regulations). The Regulations replace the fire permitting parts of the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005.</p> <p>The Act and Regulations:</p> <ul style="list-style-type: none">• give Fire and Emergency New Zealand the power to grant, renew, suspend, or cancel fire permits• define the information an applicant must provide with their application• provide criteria that Fire and Emergency must consider when granting or renewing a permit• provide standard conditions that apply to every fire permit• may attach additional conditions to the fire permit due to risk or for fire control• suspend fire permits if Fire and Emergency prohibits the lighting of fires in open air in an area, or declares a prohibited fire season in an area• give Fire and Emergency the power to suspend or cancel a fire permit due to fire risk conditions, or for the purpose of fire control• give Fire and Emergency the power to cancel a fire permit if its conditions are breached. <p>Section 190 of the Act:</p>
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Issuing fire permits

- gives Fire and Emergency the power to require a person who has applied for a permit to supply further relevant information before determining whether or not to grant the permit
- restricts the circumstances where Fire and Emergency can grant a permit during a prohibited fire season, and where fire has been prohibited in the open air
- does not impose Fire and Emergency any liability because of grant of permit.

Under the Act Fire and Emergency has the power to set fire seasons, and issue permits on Public Conservation Land and urban areas.

Fire permit application and assessment

Who can issue fire permits

The power to grant, renew, or refuse a fire permit is Fire and Emergency New Zealand's. The Board has delegated this power to the Chief Executive, who has sub delegated it as required, including to the following:

- National Manager Rural
- Principal Rural Fire Officers
- Deputy Principal Rural Fire Officers
- other named Fire and Emergency personnel, including external contractors
- named Department of Conservation (DOC) personnel.

Only people with the appropriate sub delegation from the Chief Executive may grant or renew fire permits.



Issuing fire permits

Required application information

The following information, defined in regulation 5 of the Regulations, is the minimum that must be provided by an applicant applying for, or seeking to renew, a fire permit:

1. Applicant's name.
2. Applicant's phone number or email address.
3. Location of the proposed fire.

If the application is being made on behalf of the potential permit holder, the person applying must provide their name and phone number or email address.

The Act allows Fire and Emergency to require a person who has applied for a permit to supply further relevant information before determining whether to grant the permit. Providing this additional information at the time of making the application is not mandatory. However, you can advise applicants that:

To assess your application, we will require further relevant information about the application. Providing some of this information as part of your application will help our assessment and enable us to make decision as quickly as possible.

Permit application assessment

Regulation 7 of the Regulations specifies that Fire and Emergency may grant or renew a fire permit only after considering fire risk conditions.

Fire risk conditions are defined in the interpretation section of the Act as "weather or other conditions that will, or are likely to, endanger persons or property by increasing the risk of the outbreak or spreading of fire".

This enables an assessor to consider a range of factors including those as described in the *Issue Fire Permits Study Guide*:

- the actual objectives or intent of the fire
- the wider surrounds of the site to be burnt, including adjacent property/values (including environmental and ecological values)
- the actual site, area, and boundaries of the proposed burn
- other property and/or values at risk from an escape fire
- other hazards
- fire environment – topography, fuels, and weather
- time of ignition, light-up sequence and method
- potential fire behaviour and rate of fire spread for both fuels to be burnt, and surrounding fuels
- fire breaks around the area to be burnt
- resources available to carry out the burn safely and effectively.

Additional information requests

Under section 190(5) of the Act, Fire and Emergency may require a person who has applied for a permit to supply further relevant information, e.g. a Controlled Burn Plan, before determining whether or not to grant the permit.



Issuing fire permits

Implications of relevant bylaws or environmental planning controls

The assessor may provide advice on the implications of any relevant bylaws issued by territorial authorities, or regional council environmental planning controls for discharges into air, that relate to the proposed burn site (if they are aware of them).

However, the existence of those bylaws can't be used as reason not to grant the permit (if the proposed burn would otherwise be granted after considering the fire risk conditions).

It is the responsibility of the applicant to comply with these requirements, and the territorial authority or regional council to enforce, any such requirements.

Granting permits during a prohibited fire season

Under section 190(6)(b) of the Act, Fire and Emergency can't grant a permit for the lighting of fire in the open air during a prohibited fire season (under section 57 of the Act) unless:

- Fire and Emergency considers that the permit is necessary to prevent, reduce, or overcome any hazard to life or because of any other serious emergency; or
- weather or other conditions have temporarily reduced the fire hazard so as to make it apparently safe to light a fire.

Note: The term 'special permit' no longer applies in this case. It is just a 'permit'.

Granting permits when fire in open air is prohibited

Under section 190(6)(a) of the Act, Fire and Emergency can't grant a permit when fire in open air has been prohibited (under section 52(1) of the Act) unless Fire and Emergency considers that the permit is necessary to prevent, reduce, or overcome any hazard to life or because of any other serious emergency.

Note: The term 'special permit' no longer applies in this case. It is only a 'permit'.

Conditions

Regulation 7 of the Regulations specifies standard conditions that apply to fire permits.

When to use	Condition
On all permits	The permit holder must not light a fire in fire risk conditions that make it likely that the fire will spread beyond the limits of the location or property specified in the permit as the location of the fire.
On permits issued during a restricted fire season	Immediately before lighting a fire, the permit holder must make reasonable efforts to confirm that, in the location of the fire, no prohibition on the lighting of fires is in place, and no prohibited fire season is in place.



Issuing fire permits

On permits issued in an area where lighting of fires in open air has been prohibited under section 52(1) of the Act

Immediately before lighting a fire, the permit holder must make reasonable efforts to confirm that no restricted or prohibited fire season is in place in the location of the fire.

Regulation 8 of the Regulations gives Fire and Emergency the power to attach additional conditions to the fire permit that, on reasonable grounds, it considers necessary due to fire risk conditions; or for the purpose of fire control.

Fire control is defined in the Act as:

- preventing, detecting, controlling, and putting out fire
- protecting persons and property from fire.

No charge for fire permits

All fire permits will be issued without requiring payment from the applicant, regardless of the effort and resources involved in assessing the permit application. There is no legislative power for Fire and Emergency to charge applicants for a fire permit.

Fire permits are an important mechanism for Fire and Emergency to achieve:

- its first principle objective in the Act which is to reduce the incidence of unwanted fire and the associated risk to life and property, and
- its second principle objective to: protect and preserve life; prevent or limit injury; prevent or limit damage to property and land; prevent or limit damage to the environment.

Fire permits also contribute to carrying out Fire and Emergency's main functions in the Act to promote fire safety (including providing guidance on safe use of fire as a land management tool) and provide fire prevention services.

Fire permit template

Permit conten

The Regulations don't provide a standard template for the fire permit. If you are not using the interim fire permit system, you must update your current fire permit templates should be updated to reflect the following standard text:

This permit is issued under regulation 6 of the Fire and Emergency New Zealand (Fire Permits) Regulations 2017.

You may light a fire in open air at the location described above, subject to the following conditions:

1. You must not light a fire in fire risk conditions that make it likely that the fire will spread beyond the limits of the location or property specified in this permit as the location of the fire.



Issuing fire permits

2. Immediately before lighting a fire in an area which is in a restricted fire season you must make reasonable efforts to confirm that, in the location of the fire:

- (i) no prohibition on the lighting of fires in open air is in place; and
- (ii) no prohibited fire season is in place.

Additional information and requirements for permit holders

Suspension of permits issued in restricted fire season

If this permit is for a fire in an area which is in a restricted fire season, the permit is suspended if there is a prohibition on lighting fires in the open air, or a prohibited fire season is declared.

If lighting the fire is essential to prevent, reduce, or overcome any hazard to life or because of any other serious emergency you will need to get a new fire permit from Fire and Emergency New Zealand.

Permit must be produced for inspection if required

The person lighting the fire must:

- a) **carry the permit when making preparations for the fire, when lighting the fire, and until the fire is extinguished; and**
- b) **provide the permit to an authorised person on demand as defined in the Fire and Emergency New Zealand Act 2017 (Act).**

Fire risk conditions

Fire risk conditions are defined in section 6 of the Act as meaning 'weather or other conditions that will, or are likely to, endanger persons or property by increasing the risk of the out-break or spreading of fire'.

Fire in open air

Fire in open air is defined in section 6 of the Act as meaning fire other than in:

- a) **a fireplace that is located in a building or structure and that complies with any relevant requirement of the Building Act 2004 and the relevant district plan; or**
- b) **a place or thing, or a type of place or thing, that is prescribed by regulations made under section 187 of the Act or authorised by Fire and Emergency New Zealand**

Fire and Emergency New Zealand may prohibit lighting of fires in open air in an area under section 52(1) of the Act.

Permit content (continued)

Restricted fire season

Fire and Emergency New Zealand may declare a restricted fire season for any area under section 56(1) of the Act.

Prohibited fire season

Fire and Emergency New Zealand may declare a prohibited fire season for any area under section 56(1) of the Act.

Compliance with other requirements



Issuing fire permits

This permit is issued under Fire and Emergency New Zealand (Fire Permits) Regulations 2017. There may be other legal requirements and regulatory approvals needed for a fire under other legislation, such as the Resource Management Act 1991 or Council bylaws. It is your responsibility to comply with all other legislation and obtain all other necessary approvals.

If the fire gets out of control or spreads

If the fire gets out of control or spreads to vegetation or property, you must, as soon as practicable notify Fire and Emergency New Zealand by telephoning 111. Only attempt to extinguish the fire if it is safe to do so.

Additional condition when fire in open air prohibited

Immediately before lighting a fire in an area in which the lighting of fires in open air has been prohibited you must make reasonable efforts to confirm that no *restricted fire season* or *prohibited fire season* is in place.

Signature requirements

There is no requirement for the permit holder to sign the permit for it to be valid.

You should make it clear to the permit holder when issuing the permit that they must familiarise themselves with the conditions and requirements in the permit before lighting the fire, and they must not light the fire if they are unable to comply with these conditions and requirements.

Suspension or cancellation of fire permit

Suspension when prohibited fire season declared

Under regulation 9(1)(b) of the Regulations, a permit for a proposed fire in an area that is in a restricted season is suspended if Fire and Emergency declares a prohibited fire season.

The permit is suspended from the start of the prohibited fire season, as described in the public notice declaring the fire season.

Suspension when fires in open air prohibited

Under regulation 9(1)(a) in the Regulations, a permit for a proposed fire in an area that is in a restricted season is suspended if Fire and Emergency prohibits the lighting of fires in open air.

The permit is suspended from the earlier of the time:

- the prohibition takes effect, as identified in the public notice of the prohibition
- at which the notice of prohibition is given to the permit holder.



Issuing fire permits

Suspension or cancellation due to fire risk conditions or for fire control purposes

Under regulation 10 of the Regulations, Fire and Emergency may suspend or cancel a permit if it considers, on reasonable grounds, that cancellation or suspension is necessary due to fire risk conditions, or for the purpose of fire control.

The power to suspend or cancel a fire permit for these reasons has been delegated to the following roles:

- National Manager Rural
- Principal Rural Fire Officer
- Deputy Principal Rural Fire Officers
- National Commander Urban

The permit is suspended or cancelled when Fire and Emergency provides notice of the suspension or cancellation to the permit holder. The notice can be via email, phone, or in person to the permit holder.

Cancellation due to breach of permit conditions

Under regulation 11 of the Regulations, Fire and Emergency may cancel a permit if any condition of the fire permit is breached, and Fire and Emergency considers, on reasonable grounds, that the breach increases the fire risk conditions.

The power to cancel a fire permit due to breach of permit conditions has been delegated to the following roles:

- National Manager Rural
- Principal Rural Fire Officer
- Deputy Principal Rural Fire Officers
- National Commander Urban

The fire permit is cancelled when Fire and Emergency provides notice of the cancellation to the permit holder. The notice can be via email, phone, or in person to the permit holder.

Public Conservation Land

Public Conservation Land

Section 144 of the Act defines 'Public Conservation Land' (PCL) to include various conservation areas, national parks, reserves and other lands gazetted by the Minister of Conservation as State areas under the Forest and Rural Fires Act 1977 or as public conservation land for the purposes of the Act.

Safety margins around State areas as existed under the Forest and Rural Fires Act 1977 no longer exist from 1 July 2017.



Interim Fire Plans



Interim Fire Plans (DRAFT)

Introduction

When to use	The Principal Rural Fire Officer will use these guidelines when developing their interim fire plan for Fire and Emergency New Zealand. A separate guideline has been prepared for the Department of Conservation.
Role	Principal Rural Fire Officer
Deadline for completion	The Response section of your interim fire plan must be updated to reflect changes in personnel and resources by 1 July 2017.

Background

Currently issued fire plans	A fire plan issued under the Forest and Rural Fires Act 1977, and in effect on 30 June 2017, will continue to apply until a new fire plan is issued by Fire and Emergency New Zealand (Fire and Emergency New Zealand Act 2017, Schedule 1, clause 38).
Legislation	The Fire and Emergency New Zealand Act 2017 requires Fire and Emergency New Zealand to prepare and issue a fire plan for each local area, including policies and procedures for fire control (section 22 of the Fire and Emergency New Zealand Act 2017).
Interim fire plans	<p>On 1 July 2017, your current Rural Fire Authority (RFA) fire plan will become a Fire and Emergency New Zealand interim fire plan for the area previously covered by your RFA.</p> <p>There are some tasks you must complete to make sure your interim fire plan is updated and distributed by 1 July 2017.</p>

What you need to update

Update fire plan Response section	<p>You will need to update the Response section of your fire plan to reflect changes to personnel and resources from 1 July 2017.</p> <p>To do this you must:</p> <ol style="list-style-type: none">1. locate the master copy of your fire plan and save a new version, labelled as 'interim'2. confirm and update any changes to personnel or resources3. make the required updates to the interim fire plan.
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Interim Fire Plans

Add cover sheet to interim fire plan You will need to add a cover sheet to the front of your interim fire plan which will be provided to you by the FENZ Transition Project.

Additional changes You may make other changes to your fire plan (in addition to the mandatory changes outlined above), following discussion with your Regional Manager Rural.

How to get your interim fire plan approved

Send interim fire plan to your Regional Manager Rural Once you have completed the Response section updates, and added the cover sheet to your interim fire plan, you need to send the interim fire plan to your Regional Manager Rural for review and approval.

Resolve any issues If your Regional Manager Rural identifies an issue with your interim fire plan that will delay their approval they may require that consultation takes place with relevant key stakeholders to advise them of the delay and what is being done to resolve the issues.

You will need to work with your Regional Manager Rural to make any further updates to your Response section.

Arrange for signoff You will need to sign your interim fire plan, then arrange for your Regional Manager Rural to sign as well.

Finalise your interim fire plan Scan in the approval signatures and create a final version of your interim fire plan.

Who to send your interim fire plan to

Send to key stakeholders Once your interim fire plan has been approved and finalised you must send the required number of copies to the distribution list identified in your plan.

Send to FENZ Transition Project In addition to your standard distribution list, you must send an electronic copy to the FENZ Transition Project at engagement@fenzproject.co.nz.

Who to contact if you have any questions

Discuss the requirements with your Regional Manager Rural If you are unable to complete the changes before 1 July 2017, or have any questions that are specific to your local area and your current fire plan, please contact your Regional Manager Rural.



Interim Fire Plans

Contact the FENZ Transition Project

If you have any questions about the process for developing interim fire plans, please contact Phil Mitchell (phil.mitchell@fenzproject.co.nz) in the FENZ Transition Project.



Interim Fire Plan Coversheet



Interim Fire Plan Coversheet (DRAFT)

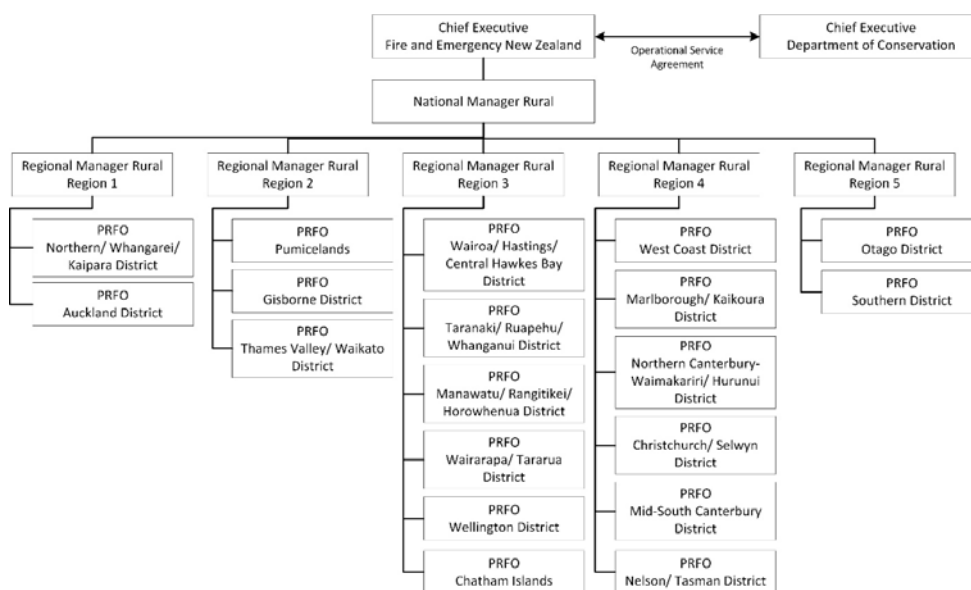
Interim fire plan	<p>This fire plan is now a Fire and Emergency New Zealand interim fire plan for [Name].</p> <p><i>Note: Replace "[Name]" with the geographical name of your former Rural Fire Authority Fire Plan, e.g. Whanganui.</i></p>
Coverage area	<p>This interim fire plan covers:</p> <ul style="list-style-type: none">• the area formerly covered by [Name]• areas formerly covered by the Department of Conservation (DOC) – Department of Conservation Fire Safety Margins, Unoccupied Crown Land (UCL), and Coastal Margins. <p><i>Note: Replace [Name] with the name of your former Rural Fire Authority, e.g. Whanganui Rural Fire Authority.</i></p>
Response section	<p>Any changes in personnel or contact details from 1 July 2017 have been updated in the Response section.</p>
Act references	<p>References to the Forest and Rural Fires Act 1977 (FRF Act), Forest and Rural Fires Regulations 2005, and the Fire Service Act 1975 (FSA) in this fire plan are no longer valid and have been superseded by the appropriate references to Fire and Emergency New Zealand Act 2017 (Act) and the Fire and Emergency New Zealand (Fire Permits) Regulations 2017 (Regulations).</p> <p>Key changes to the legislation in relation to fire plans are set out below.</p>
Policies	<p>Any policy within this interim fire plan is subject to Fire and Emergency New Zealand policies and procedures.</p>
Local area fire plan	<p>Over time this interim fire plan will be replaced by a local area fire plan. This will include policies and procedures for fire control, as required by the Fire and Emergency New Zealand Act 2017 (section 22 of the Act).</p>



Interim Fire Plan Coversheet

Management and governance

The following Fire and Emergency New Zealand management and governance structure replaces any Rural Fire Authority (Territorial Authority or Enlarged Rural Fire District) structure in this interim fire plan.



Key changes to legislation

Forest and Rural Fires Act 1977

Repealed from 30 June 2017

Entities

Rural Fire Authorities (RFAs) dissolved

Minister of Defence and Minister of Conservation no longer RFAs

Fire and Emergency New Zealand Act 2017

In force 1 July 2017

- Fire and Emergency New Zealand established
- Act doesn't apply to Defence Areas except to the extent set out in the Act and agreed between Defence and Fire and Emergency New Zealand
- Fire and Emergency New Zealand and DOC must take reasonable steps to:
 - agree on policy for fire control services on DOC land (defined as public conservation land and additional land as defined in s144) (ss 145 and 146)
 - enter a 3-yearly operational service agreement (OSA) (s 110), which sets out the:



Interim Fire Plan Coversheet

		<ul style="list-style-type: none"> designated services (defined in s 6) Fire and Emergency New Zealand will deliver to DOC, and fire control services DOC will deliver to Fire and Emergency New Zealand
Jurisdiction	Removal of: <ul style="list-style-type: none"> fire safety margins (s 11A) forest areas (s 17) State Areas 	Fire and Emergency New Zealand has jurisdiction for its functions for the whole of New Zealand (to territorial limits), subject to the following: <ul style="list-style-type: none"> Defence Areas excluded (as above) DOC's 'public conservation land' and 'additional areas' (defined in s 144) to be subject to Policy and OSA agreed between DOC and Fire and Emergency New Zealand (as above)
Objectives		The principal objectives of Fire and Emergency New Zealand are: <ul style="list-style-type: none"> to reduce the incidence of unwanted fire and the associated risk to life and property in relation to the main functions and additional functions: <ul style="list-style-type: none"> to protect and preserve life; and to prevent or limit injury; and to prevent or limit damage to property and land; and to prevent or limit damage to the environment
Functions	RFAs' duties in relation to fire control repealed (s 18)	The main activities (s 11) of Fire and Emergency New Zealand include: <ul style="list-style-type: none"> promoting fire safety, including providing guidance on the safe use of fire as a land management tool provide fire prevention, response, and suppression services
Funding and costs	<ul style="list-style-type: none"> Removal of the ability to seek cost recovery from a person responsible for a fire (s 43) All mechanisms to generate revenue through levies (ss 41 to 54) repealed 	Fire and Emergency New Zealand funded through levy on property insurance



Interim Fire Plan Coversheet

Response powers	Removal of Principal Rural Fire Officers' powers and duties in relation to fires (s 36)	<p>Powers of 'authorised persons' for emergency responses (ss 38 to 48), including:</p> <ul style="list-style-type: none"> • responses to fires (s 38) • to control and direct personnel (s 41) • powers in relation to buildings and vegetation (including backburning and burnouts) (ss 42 and 43) • use of water (s 48)
Fire control powers	<ul style="list-style-type: none"> • Firebreak provisions for forestry land repealed (ss 27 to 29) • Repeal of RFAs' bylaw making powers • Power to prohibit fires in open air and certain operations during periods of extreme fire hazard (s 21) 	<ul style="list-style-type: none"> • Power to require for firebreaks in areas other than forestry land (ss 62 to 64) • Powers to prohibit fire in open air, and restrict or prohibit activities, and related permitting requirements (ss 49, 52 to 55, and Regulations) • Powers to declare restricted and prohibited fire seasons (ss 56 to 58, and Regulations)
Offences	<ul style="list-style-type: none"> • Lighting a fire without a special permit during a prohibition due to extreme fire hazard (s 20) • Carrying out certain operations without a special permit during extreme fire hazard (s 21) • Lighting fires in open air without a permit in a restricted season, or a special permit in a prohibited season (s 23) • Negligently causing or permitting a fire to spread to a State area, forest area or specially protected property (s 25) • Wilfully or negligently leaving a burning or smouldering substance in the open air causing a fire hazard to vegetation, and failing to extinguish the fire or notify the Rural Fire Officer (RFO) (s 26) • Failing to comply with a notice requiring a fire break to be made (s 29) • Operation of spark hazardous engines (s 31) • Breaching restriction on entry into exotic forest (s 32) • Breaching requirements for maintenance of apparatus for cutting timber (s 33) 	<p>New offences for breaches of the fire control provisions include:</p> <ul style="list-style-type: none"> • Breach of restrictions or prohibitions, lighting fire in breach of permit conditions or without a required permit (ss 53 to 58) • Failure to produce a permit (s 59) • Causing or allowing a fire to get out of control and spread (s 60) and in relation to burning or smouldering substances in the open air (s 61)



Interim Fire Plan Coversheet

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- Breach of agreement by licensee of duties in State areas (s 34)
 - Failure to extinguish a fire or to notify RFO, or comply with requirements (s 35)
 - Obstruct RFO at a fire (s 36)
 - Failure to comply with request of RFO at a fire (s 38)
 - Backburning (s 40)
-

**Local
Government**

Changes to territorial authorities' powers in relation to certain fire control bylaws (new s 152B of the Local Government Act 2002)



Urban Fire Control letter and factsheet



Urban Fire Control letter and factsheet

Urban Fire Control

The Chair of the Fire Service Commission sent the following letter to the Chief Executives of all Councils on 24 May 2017:

New legislation and what it means for Urban Fire Control Bylaws

You may be aware that the Fire and Emergency New Zealand Act 2017 (the Act) was passed by Parliament on 11 May 2017. It establishes the single organisation that will bring together urban and rural fire services from 1 July 2017. To facilitate the transfer of fire control to Fire and Emergency New Zealand, some changes were also made to the Local Government Act 2002 (LGA).

The Board is keen to transition responsibility for urban fire control to Fire and Emergency New Zealand as smoothly as possible. Like you, we want to ensure the safety of our communities.

With the passing of the legislation and the making of associated regulations, work is now underway to identify exactly what urban fire control responsibilities, as outlined in Council's relevant fire bylaws, should be transferred to Fire and Emergency New Zealand by 1 July 2018.

We will prioritise working closely with those Councils that have bylaws that expire in the next 12 months to determine pragmatic interim solutions that take into account local fire risk conditions. We will also continue work with Councils to develop longer term, workable solutions for Council bylaws that will be repealed.

As a first step, we would like to know what, if any, relevant fire bylaws you have, and when they expire (particularly those that expire before 1 July 2018). We would also appreciate a copy of the relevant bylaw, where possible. Please email this information to Alice Makwana at Alice.Makwana@FENZProject.co.nz by Thursday, 1 June 2017.

Since these changes will take some time for us to work through together, as a Council you should continue to exercise your LGA powers, as you do now.

As reference, I have listed below key sections of the new legislation that relate to Council's fire control bylaws, some of which come into effect on 1 July 2017, and some at a later date:

Fire and Emergency New Zealand Act 2017

- Fire and Emergency New Zealand's fire control powers include urban areas (sections 52 to 68)

Local Government Act 2002 (LGA)

- Responsibilities extending beyond the control of fire in open air remain with Local Government. Councils may continue to make nuisance by-laws (section 145).
- Territorial Authorities' powers under section 146(c) to make bylaws preventing the spread of fires involving vegetation are repealed.
- New provisions have also been inserted after section 152A to:



Urban Fire Control letter and factsheet

- Allow Councils, if they are satisfied after consultation with Fire and Emergency New Zealand, that it is appropriate to amend or revoke “relevant fire bylaws” (as described in the Fire and Emergency New Zealand Act) after public notice (rather than the consultative procedures under the LGA)
- Provide for provisions of the Fire and Emergency New Zealand Act or regulations to prevail over any inconsistent council bylaws
- Allow Councils to amend or revoke any Council bylaw which is inconsistent with the Fire and Emergency New Zealand Act or regulations, after public notice (rather than the consultative procedures under the LGA)
- Prohibit Councils from making bylaws inconsistent with the Fire and Emergency New Zealand Act or regulations.

Information about the changes is summarised in the attached Fact Sheet and published on fenzproject.co.nz/toolkit, along with other resources relevant for local government. If you have any questions about the work we are doing on urban fire control bylaws, please contact Alice Makwana on 04 498 5626.

Thank you for your ongoing cooperation and support for the establishment of Fire and Emergency New Zealand, and we look forward to working with you to keep our communities safe.

Fact Sheet

Fire Control in urban areas for councils

On 1 July 2017 (Day One) urban and rural fire services will be amalgamated into one organisation – Fire and Emergency New Zealand. From Day One, Fire and Emergency New Zealand will have new fire control powers. These powers cover a range of activities that are likely to be of interest to Councils.

Changes to provisions of the Local Government Act 2002 were brought into the Fire and Emergency New Zealand Act following public submissions during the Parliamentary process. The changes are to reflect the policy intent to unify fire control roles and functions across urban and rural areas under the new organisation, and provide a transitional period from 1 July 2017 to facilitate a transfer of fire control powers from Councils to Fire and Emergency New Zealand.

This fact sheet summarises which powers are included in this process, those that aren't, and the process for Councils to follow to work with Fire and Emergency New Zealand to comply with the new legislation.

What is happening on 1 July 2017?

Fire and Emergency New Zealand will be established on 1 July 2017. This is when most of the new provisions in the Fire and Emergency New Zealand Act 2017 (the Act) will come into force. This includes most of the new organisation's powers for fire control in both urban and rural districts, the repeal of the Fire Service Act and the Forest and Rural Fires Act, and changes to some Council bylaw making powers.

What does the new Fire and Emergency New Zealand legislation cover?

Fire and Emergency New Zealand will have new fire control powers for prohibiting fire in the open air; prohibiting or restricting activities; declaring restricted or prohibited fire seasons;



Urban Fire Control letter and factsheet

and issuing fire permits in urban and rural areas. This includes areas controlled by Councils under the Local Government Act 2002.

Fire and Emergency New Zealand fire control powers include powers to prohibit or restrict the lighting of fires when weather or other conditions that will, or are likely to, endanger persons or property by increasing the risk of the outbreak or spreading of fire.

What happens to current fire control bylaws from 1 July 2017?

Council's existing bylaws relating to the prevention of the spread of fires involving vegetation (under 146(c) of the Local Government Act 2002) are not repealed by the Fire and Emergency New Zealand legislation coming into force on 1 July 2017.

Will Councils still be able to make bylaws?

Yes, the ability for Councils to make bylaws under s146(a) and (b) and s145 of the Local Government Act 2002 remain unaffected.

Councils will still have vegetation removal powers (ss183-184 of the Local Government Act 2002), but these will be repealed on 1 July 2018.

How can Councils amend or repeal existing bylaws?

There will be a streamlined process for Councils to amend or revoke certain fire bylaws if

- after consultation with Fire and Emergency New Zealand, the Council is satisfied the bylaw is not required, or
- where existing Council bylaws are inconsistent with the Fire and Emergency New Zealand Act and regulations.

How should Councils approach this change in legislation?

Each Council will need to decide how it wishes to approach this change in legislation.

Councils will need to review their existing relevant fire bylaws against the Fire and Emergency New Zealand Act and regulations to determine what provisions they consider might need to remain (if any) for their district.

Will Councils need to consult with Fire and Emergency New Zealand?

Yes, the Fire and Emergency New Zealand Act requires Councils to consult with Fire and Emergency New Zealand about what provisions Councils wish to retain (where those provisions are consistent with Fire and Emergency New Zealand provisions or regulations).

We will also need to work together so Councils can determine whether it is appropriate to retain certain bylaw provisions for an interim period after 1 July 2017 to address particular concerns.



**SESSION 5 :
OPERATIONAL POLICIES AND PROCESSES : NOTES**

Q&A on Command and Control, Authorised Person, and Inspector Powers

Notes:

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Hazardous Substances

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SESSION 5 : OPERATIONAL POLICIES AND PROCESSES : NOTES

Emergency Delegations

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Jurisdiction

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Fire Plans and Fire Permits

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SESSION 6 : CORPORATE POLICIES

Records and information requests



Records and information requests

GREEN classification policies

- GREEN
- These policies and procedure were deemed useable come Day 1 and that no substantive amendments were considered necessary before 1 July 2017, however outdated references and links may remain.
- All personnel will require refreshing of the requirements given the changes in the organisation and potential for additional requests for information.

Policy: Records management

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• All members of Fire and Emergency New Zealand, including permanent employees, volunteers, contractors, consultants and temporary staff who prepare documents for use within Fire and Emergency New Zealand.
What they need to know	<ul style="list-style-type: none">• This policy applies to all members of Fire and Emergency New Zealand, including permanent employees, volunteers, contractors, consultants and temporary staff.• It applies to all business activities performed by or on behalf of Fire and Emergency New Zealand, in whatever manner they are conducted, including any functions contracted out.• All Fire and Emergency New Zealand policies, practices, systems and procedures relating to records management are to be consistent with this policy

Procedure: Record Details of Information Request

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• Personnel who receive a request for information (request receiver).•
What they need to know	<ul style="list-style-type: none">• Determine whether the request is covered under the Official Information Act 1982 or the Privacy Act 1993.• Note: Information provided by other agencies, e.g. NZ Police and Coronial Services, can contain an individual's personal information. All personnel are responsible for preserving an individual's personal privacy.



Records and information requests

Procedure: Log, assign and acknowledge request

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• Personnel who receive a request for information (request receiver).•
What they need to know	<ul style="list-style-type: none">• Determine whether the request is covered under the Official Information Act 1982 or the Privacy Act 1993.• Note: Information provided by other agencies, e.g. NZ Police and Coronial Services, can contain an individual's personal information. All personnel are responsible for preserving an individual's personal privacy.

Procedure: Assess request and gather information

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• Request assignee•
What they need to know	<ol style="list-style-type: none">4. We have a statutory obligation to respond to all requests for information as soon as reasonably practicable. Getting answers, planning for and scoping your response may involve other parties and take considerable time. We recommend that you start preparing the response as soon as possible. Plan ahead by thinking about the location of the information, how to access it, who to ask and how long it will take.5. The 20 working day time limit is the maximum period the decision about a request for information should be advised to the requester. There are also internal deadlines that are set to ensure that we have time to prepare and review the response. In all cases, the time limit and deadline is the maximum timeframe. If a decision is made or information is approved for release it should be passed to the requester as soon as reasonably practicable.

Guideline: Naming folders and guidelines

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• all personnel•
What they need to know	Naming and branding conventions to ensure consistency across all documentation particularly if it is to appear on the intranet.



Purchases, contracts & claims policies



Purchases, contracts & claims policies

RED classification policies

These policies have all undergone a degree of rework in order to make them workable for Day One.

Policy: **Business expenditure**
Classification status: RED
Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	all employees and volunteers who are authorised to spend and commit money for Fire and Emergency.
What they need to know	<p>This policy sets out the expected behaviours and rules when spending or committing to spend any money for Fire and Emergency New Zealand. Apply this policy when you identify a need or receive a request to:</p> <ul style="list-style-type: none">• apply for, or change, a person's delegated financial authority• buy and pay for goods or services• apply for and use a purchase card• reconcile and authorise monthly purchase card expenditure• report loss or suspected fraudulent purchase card use• give koha when meeting or working with Māori communities• buy small-value goods or services where a purchase card cannot be used and the supplier will not invoice us.
Consideration	<p>Several existing NZFS policies (Business Expenditure, Expenditure Approval, Koha, Petty Case, and Purchase Card) have been replaced with this new policy and supporting how-do-I topics and references, built on previous work done by the CIF project.</p> <p>A role-based delegated financial authority schedule will be published, but this only lists the executive and operational levels. A schedule for corporate DFAs will be developed post Day One.</p> <p>DFA levels only apply to CAPEX and normal OPEX expenditure. Authorised personnel do not need a DFA level to engage external assets for an urgent operational response under operational policies, but the subsequent invoicing must be approved by a person with the relevant DFA.</p>



Purchases, contracts & claims policies

Policy: Capital expenditure and donated assets

Classification status: RED

Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	all employees and volunteers.
What they need to know	<p>This policy sets out the rules that apply to capital expenditure and donations for Fire and Emergency New Zealand assets.</p> <p>Apply this policy when you:</p> <ul style="list-style-type: none"> • identify a need to purchase, replace or dispose of an asset • plan and prepare the annual budget • develop a business case for a capital expenditure project • prepare the organisation's Statement of Financial Position • are approached about receiving a donated asset • are providing purchasing assistance for an asset for a volunteer brigade or voluntary rural fire force.
Consideration	<p>The existing Capital Expenditure, Donated Assets, and Purchasing Assistance for Volunteer Brigades policies have been merged into this new policy with a new guideline on assets and capital expenditure.</p> <p>For rural, it is important to understand that donated assets are expected to remain in the ownership of the fire force, but if they are added to the fixed asset register (as fire force owned), then they will be covered under the FENZ insurance policy, and maintenance can be tracked.</p> <p>Any potential donations must be approved by the region manager, as well the use of the FENZ branding or donor's name/brand on the asset.</p> <p>Donated assets may be transferred to FENZ ownership, who will be fully responsible for the control, use, and ultimate disposal.</p> <p>Brigades and fire forces can use FENZ's access to discounts for self-purchasing, or to receive a financial benefit if they are not GST registered (FENZ purchases assets at the GST exclusive amount).</p>

Policy: Procurement and contract management

Classification status: RED

Lead SME: Rachel Steinbauer

Who needs to know	all personnel (employees, volunteers, contractors) who engage in procurement activities or manage a supplier contract and relationship on behalf of Fire and Emergency New Zealand. Any departure from this approach must first be approved by the National Procurement Manager.
What they need to know	<p>This policy sets out the expected behaviours and rules for procurement and contract management.</p> <p>Apply this policy when:</p> <ul style="list-style-type: none"> • procuring assets, goods or services • engaging a contractor



Purchases, contracts & claims policies

	<ul style="list-style-type: none"> managing a supplier contract and relationship.
Consideration	<p>The policy is to ensure FENZ complies with the Government rules of sourcing and procurement principles.</p> <p>For rural, they will be able to use the NZFS supply contracts that will transfer to FENZ. They can still use their existing RFA arrangements with suppliers after Day One, but these will be reviewed over time to decide the appropriate longer term arrangements under FENZ.</p> <p>Added to this policy is a section on “Emergency Procurement” to clarify the position when engaging external assets during an urgent operational response.</p>

Policy: Travel and accommodation

Classification status: RED
Lead SME: Rachel Steinbauer

Who needs to know	all personnel (employees, volunteers, contractors).
What they need to know	<p>This policy sets out the expected behaviours and rules for business travel and accommodation.</p> <p>Apply this policy when you:</p> <ul style="list-style-type: none"> identify a need to travel to conduct business or attend work-related training, conferences or seminars receive a request to book travel for Fire and Emergency New Zealand personnel receive a request to approve or authorise travel expenditure.
Consideration	<p>For rural, they will not be allowed to use any existing contractual arrangements with travel and accommodation providers.</p> <p>Duty of care is critical to Fire and Emergency New Zealand, so all travel and hotels must be booked using our travel management company (currently Orbit Travel). The hotel programme takes into account fire safety standards, earthquake rating and other key criteria. If there are areas not covered by the preferred hotel programme but require a contracted property, please contact the Procurement team at National headquarters.</p>

Process: Claim for loss or damage of volunteer’s personal effects

Classification status: RED
Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	volunteers, Chief Fire Officers/VRFFCs, region managers.
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Purchases, contracts & claims policies

What they need to know	Follow this process to make, investigate and authorise a claim for the loss or damage of a volunteer's personal effects as a result of attending to Fire and Emergency New Zealand business.
Consideration	<p>No major change from the existing process, except to clarify that a volunteer's personal mobile device (cell phone) is covered if it's being used during the operation, e.g. for communications and coordination.</p> <p>If the volunteer makes a claim on their own personal insurance, FENZ may reimburse the excess amount, otherwise if they do not have insurance FENZ will settle the claim and submit a claim with the FENZ insurer.</p>



Legal, risk and regulatory



Legal, risk and regulatory

GREEN classification policies

- GREEN
- These policies and procedures were deemed useable come Day 1 and no substantive amendments were considered necessary before 1 July 2017, however outdated references and links may remain.
- All personnel will require refreshing of the requirements given the changes in the organisation and potential for additional requests for information.

Policy: Conflicts of interest, gifts, prizes and hospitality

Classification Status: GREEN

Who needs to know	<div>6. permanent and temporary staff</div> <div>7. contractors</div> <div>8. members of boards, committees, councils or trusts</div> <div>9. members of any volunteer fire brigade or fire brigade auxiliary unit working on behalf of the Fire Service.</div>
What they need to know	<div><div>• <i>This policy sets out the expected behaviours and rules that apply when you identify a conflict of interest or receive an offer of a gift, prize or hospitality.</i></div><div>• <i>The policy comes in to effect when personnel are:</i></div><div>10. aware that you have financial, commercial or other interests that conflict, have the potential to conflict, or could be perceived as conflicting, with the responsibilities of your position or role with the Fire Service</div><div>11. considering secondary employment or a role in another organisation</div><div>12. offered a gift, prize, reward, benefit or some hospitality while you are carrying out your Fire Service role.</div></div>
Consideration	<div>• <i>No change to current practice if this is already in place across the organisation</i></div>



Legal, risk and regulatory

RED classification policies

RED

These policies have all undergone a degree of rework in order to make them workable for Day 1.

Policy: Canteens and the sale and supply of alcohol

Classification Status: RED

Who needs to know	<ol style="list-style-type: none"> 13. Voluntary rural fire forces and fire brigades (volunteer or employee) that wish to sell or supply alcohol at fire stations (i.e. operate a canteen) 14. personnel who wish to use a canteen 15. Canteen Managers and Temporary Canteen Managers 16. Voluntary Rural Fire Force Controllers/Chief Fire Officers/Officers in Charge 17. Brigade and Fire Force Management Committees 18. Principal Rural Fire Officers/Area Managers 19. Regional Managers Rural/Fire Region Managers 20. the Board
What they need to know	<p>This policy sets out the expected behaviours and rules that apply under the Sale and Supply of Alcohol Act 2012 (the Act) when a voluntary rural fire force (fire force) or fire brigade (brigade) wishes to:</p> <ol style="list-style-type: none"> 21. operate a canteen to sell or supply alcohol at fire stations 22. apply for a liquor licence to sell or supply alcohol at a brigade or fire force sponsored function off station.
Consideration	<ul style="list-style-type: none"> • <i>No real changes for urban canteens but a new requirement for rural canteens as they now come under Fire and Emergency New Zealand as opposed to local authorities.</i> • <i>Also need to ensure a clear understanding of the Code of practice – Operating authorised canteens.</i> • <i>Introduce personnel to the Canteen management FAQs as this provides valuable information to common queries around operating canteens within Fire and Emergency.</i>

Policy: Legal proceedings involving Fire and Emergency New Zealand or its personnel

Classification Status: RED

Who needs to know	Applies to all Fire and Emergency New Zealand personnel. (employees, volunteers and contractors)
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Legal, risk and regulatory

What they need to know	<p>This policy sets out the rules and expected behaviours that apply when Fire and Emergency New Zealand or its personnel are involved in legal (court or other) proceedings.</p> <p>Apply this policy when you:</p> <ol style="list-style-type: none"> 23. want to recommend that Fire and Emergency New Zealand start legal proceedings against a person or organisation 24. become aware of the possibility that legal proceedings may be brought against Fire and Emergency New Zealand 25. have been served with legal proceedings against Fire and Emergency New Zealand, or in your capacity as Fire and Emergency New Zealand, personnel 26. have been asked to appear as a witness in a court or other legal forum in your capacity as Fire and Emergency New Zealand, personnel.
Consideration	<ul style="list-style-type: none"> • <i>This is a relatively new policy resulting out of recent activities involving proceeding brought against a volunteer driver of an appliance.</i> • <i>Contains references to elements of both the Fire Service Act 1975 and Fire and Emergency New Zealand Act 2017</i>

Policy: Protected disclosure

Classification Status: RED

Who needs to know	<p>This policy applies to all Fire and Emergency New Zealand personnel (including employees, volunteers and contractors).</p> <p>Under the Act, 'employee' also includes:</p> <ol style="list-style-type: none"> 27. people who work for the organisation as volunteers 28. former employees 29. people seconded to the organisation 30. contractors engaged under a contract for services 31. people engaged in the management of the organisation, including a person who is a member of the board or governing body of the organisation.
What they need to know	<p>This policy sets out the expected behaviours and rules that apply when Fire and Emergency New Zealand personnel (this includes Fire and Emergency New Zealand employees, volunteers and contractors) make a disclosure of serious wrongdoing, which is sometimes called 'whistle-blowing', within or by Fire and Emergency New Zealand, under the protection of the Protected Disclosures Act 2000 (the Act).</p> <p>Apply this policy when you identify serious wrongdoing and want to disclose this information under the protection of the Act.</p>
Consideration	<ul style="list-style-type: none"> • <i>Now encompasses anyone who completes work for Fire and Emergency New Zealand.</i>



Legal, risk and regulatory

Policy: Authorisations and statutory delegation

Classification Status: RED

Who needs to know	<p>This policy applies to anyone:</p> <ul style="list-style-type: none"> 32. authorising persons to perform or exercise functions duties and powers 33. performing or exercising functions duties or powers under an authorisation 34. delegating or subdelegating functions duties or powers 35. performing or exercising delegated functions duties or powers.
What they need to know	<p>This policy sets out the rules for:</p> <ul style="list-style-type: none"> 36. Authorisation of persons to perform or exercise functions, duties and powers under the Fire and Emergency New Zealand Act 2017 and regulations under it, 37. Delegation of statutory functions, duties and powers of Fire and Emergency New Zealand (organisation) or the Board.
Consideration	<ul style="list-style-type: none"> • <i>This policy underwent a complete rewrite by legal to include authorisations and delegations to reflect the changes resulting from the Fire and Emergency New Zealand Act.</i> • <i>It has also included an element requiring Internal Audit to maintain a register of authorisations and delegations including subdelegations as a means of providing assurance to the board that all is being managed as required under the changes.</i>



Property, plant and equipment



Property, plant and equipment

GREEN classification policies

- *GREEN policies are current and accessible by the Urban personnel. Acknowledged that current Rural processes will remain come day one and that a transition into one way of doing business will occur over the coming years.*
- **Policies state: From 1 July 2017 existing rural Property, Plant and Equipment processes will still apply, but will transition to the approved Fire and Emergency New Zealand policy below during the 'Integration' phase.**

These policies were deemed useable come Day 1 and that no substantive amendments were considered necessary before 1 July 2017, however outdated references and links may remain.

Rural personnel will require updating on the requirements but also need to be reassured that the status quo remains until such time as the appropriate training has been received and resources provided.

Policy: Plant and equipment asset management

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none"> • on-station personnel • Volunteer Support Officers • Business Services (Urban and Rural) • Area Managers and Principal Rural Fire Officers • Fire Region Managers and Regional Managers Rural • Training Programmes and NTC Manager • National Advisor Operations (Plant & Equipment) • Finance personnel.
What they need to know	<p>The aim of this policy is to ensure that, wherever possible and practical, we manage our plant and equipment assets in a nationally consistent way – from acquisition through to disposal. We also want to ensure we maintain the following:</p> <ul style="list-style-type: none"> • The safety of Fire Service personnel. • Operational readiness. • Compliance with any relevant standards, regulations and legislation. • Optimal balance between performance, cost and risk.
Possible Training requirements	<ul style="list-style-type: none"> • Affected rural personnel will require training in the following areas as part of Phase 2 Integration • AIMS • Asset management register



Property, plant and equipment

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- Maintenance and testing schedule management
 - Consideration to the Asset disposal guidelines but this document is very much Urban and NHQ focussed.
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Policy: Agency co location

Classification Status: GREEN

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| Who needs to know | <ul style="list-style-type: none">• personnel involved in managing co-location arrangements• Area Managers and Principal Rural Fire Officers• Fire Region Managers and Regional Managers Rural• National Property Team and National Property Manager• Chief Financial Officer• Chief Executive. |
| What they need to know | <ul style="list-style-type: none">• The aim of this policy is to ensure that co-location arrangements with other organisations are appropriate and in the best interests of Fire and Emergency New Zealand. |
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Policy: Fire Service accommodation

Classification Status: GREEN

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| Who needs to know | <ul style="list-style-type: none">• Personnel who use or manage Fire and Emergency New Zealand owned accommodation• National Property Manager• Chief Financial Officer• Chief Executive. |
| What they need to know | <ul style="list-style-type: none">• The aim of this policy is to ensure that Fire and Emergency New Zealand accommodation is managed in a way that complies with legislation and is efficient, consistent, transparent and fair. |
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Policy: Fire station tower and pole maintenance

Classification Status: GREEN

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| Who needs to know | <ul style="list-style-type: none">• Voluntary Rural Fire Fore Controllers/Chief Fire Officers/Officers in Charge• Region Property Coordinators• Area Managers and Principal Rural Fire Officers• Fire Region Managers and Regional Managers Rural• Training personnel |
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Property, plant and equipment

What they need to know	<hr/> <div>The aim of this policy is to ensure fire station towers and poles are:<ul style="list-style-type: none">• safe• fit-for-purpose• compliant with legislation and standards</div> <hr/>
Considerations	<hr/> <div><ul style="list-style-type: none">• Unclear as to the status of this within the Rural environment. The register template (RED) has the PRFO as being responsible for ensuring the checks are completed by a competent person and are not necessarily the person designated to complete the inspection.</div> <hr/>

Policy: Property acquisition

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• Voluntary Rural Fire Fore Controllers/Chief Fire Officers/Officers in Charge• Area Managers and Principal Rural Fire Officers• Fire Region Managers and Regional Managers Rural• National Property team• Pou Herenga Māori (National Māori Advisor)• Chief Financial Officer• National Commander Urban and National Manager Rural• Chief Executive. <hr/>
What they need to know	<div>The aim of this policy is to ensure that we:</div> <ul style="list-style-type: none">• select sites that will be suitable for the current and future demands of the Fire Service and other emergency services• follow the correct process for acquiring property• ensure the property acquired can be used for its intended purpose• carry out appropriate engagement and consultation when acquiring property <hr/>

Policy: Property disposal

Classification Status: GREEN

Who needs to know	<ul style="list-style-type: none">• Voluntary Rural Fire Fore Controllers/Chief Fire Officers/Officers in Charge• Area Managers and Principal Rural Fire Officers• Fire Region Managers and Regional Managers Rural• National Property team• Pou Herenga Māori (National Māori Advisor)• Chief Financial Officer• National Commander Urban and National Manager Rural <hr/>
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Property, plant and equipment

What they need to know	<ul style="list-style-type: none"> • Chief Executive.
	<hr/> <p>The aim of this policy is to ensure that we:</p> <ul style="list-style-type: none"> • follow procedures for disposing of property • dispose of property at market value or, if not, in the best interests of the Fire Service • carry out appropriate engagement and consultation when disposing of property
Considerations	<hr/> <ul style="list-style-type: none"> • Linked to the new Authorisations and statutory delegation policy. <hr/>

RED classification policies

RED policies have all undergone a degree of rework in order to make them workable for Day 1. From 1 July 2017 existing rural **Property, Plant and Equipment** processes will still apply, but will transition to the approved Fire and Emergency New Zealand policy below during the 'Integration' phase.

- **Policies state: From 1 July 2017 existing rural Property, Plant and Equipment processes will still apply, but will transition to the approved Fire and Emergency New Zealand policy below during the 'Integration' phase.**

Policy: Property maintenance

Classification Status: RED

Who needs to know	<ul style="list-style-type: none"> • any personnel who notice that maintenance or repairs are needed • Voluntary Rural Fire Force Controllers/Chief Fire Officers/Officers in Charge • Business Services (Urban and Rural) • Principal Rural Fire Officers/Area Managers • Regional Managers Rural/Fire Region Managers • National Property team.
What they need to know	<hr/> <ul style="list-style-type: none"> • The aim of this policy is to ensure that all Fire and Emergency New Zealand properties are well maintained and fit-for-purpose.
What has changed	<hr/> <ul style="list-style-type: none"> • Main changes were based on ensuring Rural rank/positions were incorporated in an effort to reinforce the requirement for maintenance standards to be applied/maintained across all Fire and Emergency New Zealand properties. • This includes the use and management of contractors.
Considerations	<hr/> <ul style="list-style-type: none"> • Changes mainly apply to Rural in the case of this policy. • Existing regional contractual arrangements remain and may require renegotiation at a later date when contract renewal is required. <hr/>



Property, plant and equipment

- Impact of conflict of interest, Procurement and contract management will also need to be considered for future training and communications requirements.
- There is an expectation within the current Property team that Rural will be required to manage the maintenance requirement for all rural properties until the National Property Team is resourced to accommodate the increase property portfolio.

Policy: **Property project management**

Classification Status: RED

Who needs to know	<ul style="list-style-type: none"> • personnel managing property projects • Principal Rural Fire Officer/Area Managers • Regional Managers Rural/Fire Region Managers • National Property team.
What they need to know	<ul style="list-style-type: none"> • The aim of this policy is to ensure that we manage new property developments, redevelopments and refurbishments in a cost-effective and efficient way.
What has changed	<ul style="list-style-type: none"> • Main changes were based on ensuring Rural rank/positions were incorporated in an effort to reinforce the requirement for standardised approach to property project management across Fire and Emergency New Zealand. • Also includes reference to the Optimal station location process and that this is generally not applied in Rural situations
Considerations	<ul style="list-style-type: none"> • Changes mainly apply to Rural in the case of this policy. • Financial delegated authorities and linkages to applicable policies, processes, standards and guidelines. There are a large number of linked guidelines to be considered on a property related project.

Policy: **Property resilience**

Classification Status: RED

Who needs to know	<ul style="list-style-type: none"> • Principal Rural Fire Officer or Regional Property Coordinators • Regional Managers Rural/Fire Region Managers • National Manager Rural or National Property Manger
What they need to know	<ul style="list-style-type: none"> • The aim of this policy is to manage the risk from natural disasters to properties that Fire and Emergency New Zealand owns or occupies, ensuring a resilient network of facilities.
What has changed	<ul style="list-style-type: none"> • Main changes were based on ensuring Rural rank/positions were incorporated in an effort to ensure all Fire and Emergency New Zealand properties we capable of withstanding a number of natural disaster conditions.
Consideration	<ul style="list-style-type: none"> • Needs to be considered in conjunction with the Property Resilience standard.



Property, plant and equipment

Policy: **Self-help property project management**

Classification Status: RED

Who needs to know	<ul style="list-style-type: none"> • Voluntary Rural Fire Force Controllers/Chief Fire Officers/Officers in Charge • Principal Rural Fire Officers/Area Managers • Fire Region Managers/Regional Managers Rural • Region Property Coordinators • National Manager Rural, National Commander Urban • National Property team.
What they need to know	<hr/> <p>The aim of this policy is to ensure self-help projects are managed so we comply with legislation and that our buildings are:</p> <ul style="list-style-type: none"> • safe • fit-for-purpose • sustainable • sanitary. <hr/>
What has changed	<hr/> <ul style="list-style-type: none"> • Sign-off levels for approvals • Added the requirement for trade professional contractors to provide a H&S plan, approved by Fire and Emergency New Zealand and attendance on a contractor site induction before commencing work onsite. <hr/>



Revenue, grants & treasury policies



Revenue, grants & treasury policies

GREEN classification policies

These policies and procedure were deemed useable come Day 1 and no substantive amendments were considered necessary before 1 July 2017, however outdated references and links may remain.

Policy: Treasury

Classification status: GREEN
Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	<ul style="list-style-type: none">those that receive payment for the Fire and Emergency New Zealand Board (the Board) on behalf of a third partyFinance team membersChief Financial OfficerChief Executivethe Board
What they need to know	<p>This policy sets out the controls and rules that apply when establishing and operating:</p> <ul style="list-style-type: none">bank accounts and foreign currency accountsinvestments and borrowingstrade with third partiesforeign exchange transactions and derivatives. <p>Apply this policy when:</p> <ul style="list-style-type: none">there is a need for a new bank account or foreign currency accountyou receive payment by cash or chequethere are surplus funds in bank accountsthere is a need to borrow moneyreceiving a request to extend trade creditprocuring assets, goods or services in a foreign currencyforecasting cash flow.
Consideration	Nothing for rural as it's only for the executive, except for that all rural will need to comply with the Crown Entities Act.



Revenue, grants & treasury policies

RED classification policies

These policies have all undergone a degree of rework in order to make them workable for Day One.

Policy: False alarm charges

Classification status: RED

Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	<ul style="list-style-type: none"> • Area Managers • National Risk Reduction Manager • National Advisor Fire Risk Management • Fire Risk Management Officers • Treasury & False Alarm Administrator • The Board of Fire and Emergency New Zealand (the Board).
What they need to know	<p>This policy sets out guidelines for charging a building owner for a false alarm callout and when a charge may be waived.</p> <p>Apply this policy when you receive:</p> <ul style="list-style-type: none"> • notification to authorise a false alarm charge • an application to waive a false alarm charge.
Consideration	<p>Nothing for rural.</p> <p>FENZ cannot charge for false alarms, but the policy remains in place in relation to false alarms before 1 July 2017 that have yet to be recovered.</p>

Policy: Revenue

Classification status: RED

Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	all personnel (including employees, volunteers and contractors)
What they need to know	<p>This policy sets out the rules and accounting treatment for different types of revenue that Fire and Emergency New Zealand can charge and receive.</p> <p>Apply this policy when we:</p> <ul style="list-style-type: none"> • enter arrangements under which we may generate revenue • collect or receive any money, e.g. levy, grant, donation or interest revenue • lease, licence, rent or sell Fire and Emergency New Zealand property, equipment and assets. <p>Fire and Emergency New Zealand is funded by levy under the Fire and Emergency New Zealand Act 2017. Fire and Emergency New Zealand does not charge for services performed, or required to be performed, to reduce the:</p> <ul style="list-style-type: none"> • <i>incidence</i> of unwanted fires • risks to lives and property from fire and other emergencies
Consideration	New policy that replaces the Chargeable services, Revenue recognition and Sundry revenue policies.



Revenue, grants & treasury policies

Key message is that FENZ does not charge for services as the bulk of its funding comes from the Levy. Other sources of revenue include rent on FENZ property, and sale of assets and equipment.

Even though the authority to recover costs of attending incidents is repealed from 1 July 2017, it remains in place for incidents and services that occur before 1 July.

Policy: Association conferences and competitions

Classification status: RED
Lead SME: Neil Singh (Jono Cordwell)

Who needs to know	<p>This policy applies to members of brigades or fire forces who are members of the following associations:</p> <ul style="list-style-type: none">• United Fire Brigades' Association (UFBA)• Forest and Rural Fire Association of New Zealand (FRFANZ). <p>Specifically, it's to be used by:</p> <ul style="list-style-type: none">• delegates attending national and regional conferences• officials and competitors at national and regional competitions• the organising team for the conference or competition• the Organisational Leadership Team.
What they need to know	<p>This policy sets out the rules to:</p> <ul style="list-style-type: none">• provide grants to brigades or fire forces hosting national, regional, and provincial association conferences and competitions• reimburse delegates who attend national, regional, and provincial association conferences• reimburse officials and competitors who attend national, regional, and provincial association competitions.
Consideration	<p>Under the old Fire Service Act, there was a legislative requirement for the Commission to make payments in connection with the holding of the UFBA Annual Conference. The associated policy has expanded on this to include regional/provincial conferences and competitions.</p> <p>Under the new legislation there isn't such a provision, but payments will continue to be made, and the UFBA will continue to follow this policy in regards to the type of expenses that can be reimbursed.</p> <p>The policy has also been expanded to include members of the FRFANZ. Some rural fire forces are already members of the UFBA, so will already be familiar with this policy.</p>



Revenue, grants & treasury policies

Policies: Volunteer brigade and fire force grants (urban and rural)

Classification status: RED

Lead SME: Barry Schuurmans

Who needs to know	<p>These policies apply to:</p> <ul style="list-style-type: none"> • volunteer brigade and fire force executive officers and members • Fire Region Managers • Regional Managers Rural • Chief Financial Officer • the Board.
What they need to know	<p>These policies set out the requirements for volunteer brigade and fire force annual grants and allowances, to enable:</p> <ul style="list-style-type: none"> • the Board of Fire and Emergency New Zealand (the Board) to make an annual grant to volunteer brigades and fire forces • brigades and fire forces to reimburse members for costs incurred in the course of their brigade or fire force business, subject to certain maximums. <p>Apply the relevant policy when the brigade or fire force:</p> <ul style="list-style-type: none"> • prepares their annual financial plan and annual return • reimburses volunteer members for expenditure incurred in the course of their brigade or fire force business, including registration, travel and accommodation expenses for second and subsequent delegates to conferences • provides an honorarium to a brigade or fire force member.
Consideration	<p>There has been no change for urban. The policy that covers rural fire forces is new.</p>



Technology policies



Technology policies

GREEN classification policies

These policies and procedure were deemed useable come Day 1 and that no substantive amendments were considered necessary before 1 July 2017, however outdated references and links may remain.

These GREEN policies are only relevant to the ICT team and there have been no changes:

- ICT asset management
- ICT security
- Software and applications

RED classification policies

These policies have all undergone a degree of rework in order to make them workable for Day One.

Policy: ICT acceptable use

Classification status: RED

Lead SME: Chris Juriss

Who needs to know	This policy applies to all personnel and trusted third parties, i.e. persons or organisations with authenticated access to Fire and Emergency New Zealand information or approved use of Fire and Emergency New Zealand ICT resources.
What they need to know	<p>This policy sets out the expected behaviours and rules when accessing and using any Fire and Emergency New Zealand information and communications technology (ICT) equipment or Fire and Emergency New Zealand information. Apply this policy when you:</p> <ul style="list-style-type: none">• are provided with the use of any Fire and Emergency New Zealand computer and telecommunications equipment• access or use any Fire and Emergency New Zealand information, including from your own computer or mobile device• identify an issue or fault with any Fire and Emergency New Zealand information or ICT equipment• identify or suspect misuse of Fire and Emergency New Zealand information or ICT equipment• identify or suspect a security breach, or breach of privacy with any Fire and Emergency New Zealand information or ICT equipment• identify a need to create, modify or terminate a user account.
Consideration	<p>Fairly standard IT usage policy.</p> <p>Personnel must use a FENZ email address for all FENZ-related business (i.e. not their TA or other old authority email address).</p>



Technology policies

Users can use their personal devices to access FENZ network information, but must have management software installed. The software has the ability to have the FENZ information remotely wiped (e.g. when the user leaves FENZ), or have the device fully wiped (e.g. when lost or stolen).

Dual billing for FENZ mobile phones can be arranged so private calls are charged to private accounts. All drivers must comply with hands-free legislation.



Financial statements for brigades and fire forces



Financial statements for brigades and fire forces

Note

This guideline was amended as part of the implementation of the Fire and Emergency New Zealand Act 2017.

Introduction

When to use

Use these guidelines to help you complete the financial statements template for your volunteer fire brigade or voluntary rural fire force, when preparing the annual accounts to submit to Fire and Emergency New Zealand, if your brigade or fire force is not a charitable entity.

Note: Brigades or fire forces that are charitable entities must complete the Charities Commission Annual Return at charities.govt.nz. The completed Annual Return can be submitted to Fire and Emergency instead of the financial statements template..

Purpose

Brigades and fire forces are required to provide full financial statements to comply with the Annual Return requirement of the Agreement of Service with the Board of Fire and Emergency New Zealand (the Board). See [Volunteer brigade grants](#) or [Voluntary rural fire force grants](#) policies.

The financial statements can also be used to support charitable grant applications.

Use of template

The financial statements template provides a basic format to meet brigade reporting requirements. The use of the template is not mandatory and can be modified.

The template has two sections:

- [Statement of Income and Expenditure](#)
- [Statement of Assets and Liabilities](#).

Statement of Income and Expenditure

When to use

Use these guidance notes to help you complete the Statement of Income and Expenditure section of the template.

Note 1: Expenditure

Purchase of operational assets with a value:

- under \$1,000 (excl. GST) are to be included as expenses
- over \$1,000 (excl. GST) should be included in the Assets and Liabilities section.



Financial statements for brigades and fire forces

Note 2: Depreciation

Brigade or fire force-owned assets valued at over \$1,000 (excl. GST) must be depreciated at a rate that reflects the reduction in value over the useful life of the asset.

For more information on depreciation, see www.ird.govt.nz > forms and guides:

- [IR265 Depreciation rates](#)
- [IR267 Historic depreciation rates](#)

Note 3: Movement in stock

Social club asset purchases over \$1,000 should be included in the Expenditure section.

Social club expenses are:

- Christmas parties
- Social functions
- Bar supplies
- Social club asset purchases under \$1,000.

Statement of Assets and Liabilities

When to use

Use these guidance notes to help you complete the Statement of Assets and Liabilities section of the template.

You must only include the assets and liabilities of the brigade or fire force. You must not include any assets that belong to Fire and Emergency or any other organisation.

Note 4: Current Assets

Current assets are:

- those assets likely to be turned into cash within one year
- usually listed in order of liquidity.

Examples: Petty cash, bank account, term deposit, etc.

If the brigade or fire force has more than one current account, e.g. Grant account, General account, Social account, these should be listed separately. Include the balance of each account at the end of the reporting period.



Financial statements for brigades and fire forces

Note 5: Non-Current Assets

These are assets that will be kept within the brigade or fire force for future operations. Fixed assets usually have a value of over \$1,000 (excl. GST). However, it is desirable to keep a record of all assets.

Fixed assets (non-current assets) are typically listed in categories such as land, building, plant and equipment, motor vehicles, office equipment.

Some brigades or fire forces do not have any fixed assets as the equipment they use is the property of Fire and Emergency New Zealand. If this is the case, the brigade or fire force doesn't need to complete the fixed assets section of the template.

If the brigade or fire force has a number of fixed assets that relate to the social aspect of the entity, e.g. televisions, lounge suites, outdoor furniture, these don't need to be listed individually. They can be included as a total under the 'Plant & Equipment' asset category.

Note 6: Current liabilities

These are liabilities that are due to be paid within one year, e.g. bank overdraft, trade creditors.

Note 7: Non-current liabilities

These are liabilities that the brigade or fire force has longer than one year to pay, e.g. a mortgage.

Approval of accounts

Annual accounts must be received and approved at the brigade or fire force's Annual General meeting as per the [Model Rules of Association for Volunteer Fire Brigades](#) or the Constitution or Agreement of the Voluntary Rural Fire Force.

Related information

Policy

Related policy:

- [Volunteer brigade grants](#)
- [Voluntary rural fire force grants](#)

Model Rules

[Model Rules of Association for Volunteer Fire Brigades](#)

Guidelines

Related guideline:

[Charitable grants for brigades and fire forces](#)

Forms and tools

Related forms and tools:

- [Statement of Income and Expenditure](#)
- [Statement of Assets and Liabilities](#)



Financial statements for brigades and fire forces

Document information

Owner	Chief Financial Officer
Last reviewed	1 July 2017
Review period	Every second year

Record of amendment

Date	Brief description of amendment
1 July 2017	<p>The following amendments were made as part of the implementation of the Fire and Emergency New Zealand Act 2017:</p> <ul style="list-style-type: none">• Included references for voluntary rural fire forces.• Removed references to completing Charities Commission Annual Return.



Voluntary Rural Fire Force Grants



Voluntary Rural Fire Force Grants

Note

This policy was developed as part of the implementation of the Fire and Emergency New Zealand Act 2017.

Introduction

When to use

This policy sets out the requirements for voluntary rural fire force annual grants and allowances, to enable:

- Fire and Emergency New Zealand to make an annual grant to fire forces
- fire forces to reimburse members for costs incurred in the course of their fire force business, subject to certain maximums.

Apply this policy when the fire force:

- prepares the fire force annual financial plan and annual return
- reimburses fire force members for expenditure incurred in the course of their fire force business, including registration, travel and accommodation expenses for second and subsequent delegates to conferences
- provides an honorarium to a fire force member.

When not to use

This policy does not apply to:

- per capita social grants to stations
- reimbursements for attendance at association conferences and competitions.

See policy: [Association conferences and competitions](#).

Purpose

The aim of this policy is to ensure that grants and allowances are appropriately approved, and accurately processed and recorded.

Who it applies to

This policy applies to:

- voluntary rural fire force (VRFF) members
- Principal Rural Fire Officers (PRFOs)
- Regional Managers Rural
- Chief Financial Officer
- the Board.

See policy: [Volunteer brigade grants](#) for the urban policy.

Contents

This policy contains the following content:

- [Fire force annual grant](#)
- [Reimbursement of personal expenses](#)
- [Honorarium](#)
- [Definitions](#)
- [Related information](#)



Voluntary Rural Fire Force Grants

Fire force annual grant

Intended use Fire and Emergency makes an annual grant to fire forces for the benefit of the fire force and its members. This is principally for non-operational items not funded by us. See [Definitions](#) in this document for details of what is funded.

Fire forces may use the fire force grant for any legal purpose, as defined in fire force rules. This includes, but isn't limited to the following:

Types of expenditure	Intended use
Running costs	<ul style="list-style-type: none"> • AGM costs. • Administration costs. • Audit and accounting fees. • Bank fees. • Reimbursing actual expenditure. • Honoraria allowances for office holders.
Member recognition	<ul style="list-style-type: none"> • Honours nights, (including subsidising attendance by life members and spouses). • Functions and other social occasions. • Donations and gifts. <p>Note: Funding for honours and medals is managed at National Headquarters.</p>
Subscriptions	<ul style="list-style-type: none"> • Association (UFBA/FRFANZ) membership. • Provincial associations. • Sub-associations. • Benevolent Fund. • Sports Council.
Celebrations	Centenaries and significant anniversaries.
Upkeep of assets	Repairs, maintenance or replacement of fire force-owned assets, e.g. TVs and fridges.
Association conference	<p>Registration, travel and accommodation expenses for second and subsequent delegates at an association conference.</p> <p>For information on delegates, see policy: Association conferences and competitions.</p>

Operational items

The fire force grant must not be spent on essential operational items such as uniform, unless prior approval is obtained from the Regional Manager Rural.

However, if the fire force wants to spend the grant on operational items that are not a necessity, such as non-essential training courses, it must first be approved by the Regional Manager Rural.



Voluntary Rural Fire Force Grants

Unacceptable use Personal expenses, such as mini-bar expenses, speeding fines and spouse travel, must not be paid out of the fire force grant.

Fire force grant formula The formula for the calculation of the fire force grant has two parts and is calculated using the Fire Force Grant Model spreadsheet.
The two parts are: Foundation + Membership

Parts	Definition
Foundation	The annual cost of running a fire force. This is the same for all fire forces.
Membership	The number of positions set out in the fire force's annual business plan and approved by the Regional Manager Rural.

Note: This is an interim formula and is reviewed regularly.

Payment timescale Fire force grants are paid in advance in July, October, January and April. For example, the payment in July is for the period 1 July–30 September. Payment is made on the 15th of the month. If the 15th is a weekend or statutory holiday, payment is made the next working day.

Fire force annual returns The fire force must submit the annual accounts to the PRFO within four months of the fire force's balance date. See guideline: [Financial statements for brigades and fire forces](#).

Fire force annual accounts must be reviewed by someone who:

- is independent of the day-to-day running of the fire force
- has sufficient financial skills to understand accounting for cash transactions and basic accounting principles, i.e. reconciliation of information contained in bank statements
- is sufficiently skilled and confident to challenge and ask questions so that they're able to provide reasonable assurance to the fire force that the accounts are correct.

The PRFO must submit the annual account to the region within six months of the fire force's balance date for consolidation.



Voluntary Rural Fire Force Grants

PRFO/Region checking of fire force annual accounts

The PRFO and region management must have a process to receive and check annual accounts. At a minimum the following checks must be made:

- Record receipt of financial statements.
- Ensure receipt of both the income statement and balance sheet.
- Check that the balance sheet balances.
- Annual accounts signed off by a suitably capable independent person.
- Inform the VRFF Controller/Treasurer if the financial statements are not completed to this minimum standard or not received within the specified time.

Note:

- If the annual accounts have not been received within six months of the fire force balance date, the region must advise NHQ Finance to withhold grant payments until the annual accounts are received and checked.
- The region must inform NHQ Finance when satisfactory annual accounts have been received so that outstanding grants can be paid.

GST treatment

The calculated fire force grant is GST-exclusive. However, GST will be added onto the fire force grant and paid to the fire force when:

- a fire force is registered for GST
- NHQ Finance is notified of the fire force's GST number.

Fire forces that are registered charities

If the fire force is a registered charity, the fire force must comply with the requirements of the Charities Act 2005, which includes submitting annual returns for its full set of bank accounts and assets.

The completed Annual Return for the Charities Commission can be submitted as the annual accounts return.

Applications for external grants

If the fire force applies for a charitable grant for fundraising, the fire force must first review the [Charitable grants for brigades and fire forces](#) guideline.

Review process

During the Fire and Emergency Integration phase, we regularly review the:

- amount of the fire force grant
- fire force grant formula.

Reimbursement of personal expenses

Acceptable expenses

Some fire force member expenses can be funded using the grant, where they aren't refundable under other policies.

These include discretionary costs for small items/incidentals incurred on fire force or Fire and Emergency business, including:



Voluntary Rural Fire Force Grants

Expense	Reimbursement
Personal motor vehicle running expenses	<ul style="list-style-type: none"> Travelling to the station to perform fire force management and administrative tasks. Travelling to meetings (unless reimbursed by another party). For example: <ul style="list-style-type: none"> Fire force management committees. Association provincial and sub-associations. Region office. Local authorities. Emergency services co-ordinating groups. Local and regional Fire and Emergency offices. Fire safety planning meetings and presentations.
Administration	Photocopying and faxing, including use of personal or business equipment, buying copy paper and consumables. Postage and stationery.
Meals	Cost of meals while travelling to, from and while attending, meetings.
Communication	Personal mobile phone and home telephone calls, and home internet access charges when used for fire force business.

Claims under other policies

This policy doesn't prevent a fire force member or a fire force from making a claim to Fire and Emergency for reimbursement of costs allowed under other policies. In such cases you must make a single claim under one policy. See policies:

- [Business expenditure](#)
- [Association conferences and competitions](#)
- [Volunteer loss of personal income](#)
- [Travel and accommodation](#).

Documentation for reimbursement using the annual grant must not be included within other expense claims to Fire and Emergency, for example operational expenses.

Claims cannot be made for the same expense under different policies.

Tax treatment

Reimbursement for legitimate expenses incurred while undertaking fire force duties is non-taxable.

Recipients and their fire forces may have to provide supporting documentation, i.e. receipts or invoices, if asked to by Inland Revenue, or for any other audit of the fire force. Failure to meet requirements for evidence of legitimate expenditure could result in the fire force and/or recipient being liable for:

- income tax on reimbursement of expenditure that cannot be proven



Voluntary Rural Fire Force Grants

- any penalties resulting from this un-taxed income.

Honorarium

- Background** Fire force management committees may decide:
- which of their members will be paid honorarium, if any
 - the amount to be paid, up to the maximum allowable and ensuring compliance with tax legislation.

Maximum honorarium The following honorarium allowances are available:

Role	Entitlement
Total honorarium allowance (includes officers or members)	<ul style="list-style-type: none"> • No more than 15% of the total grant. • Up to a maximum of \$3,000 each year.
VRFF Controller/Officer in Charge	<ul style="list-style-type: none"> • No more than 10% of the total grant. • Up to a maximum of \$2,000 each year. <p>Note: The honorarium comes out of the total honorarium allowance.</p>
VRFF Deputy Controller/Deputy Officer in Charge	<ul style="list-style-type: none"> • No more than 5% of total grant. • Up to a maximum of \$1,000 each year. <p>Note: The honorarium comes out of the total honorarium allowance.</p>

Tax treatment Honorariums are subject to withholding tax and it's the fire force's responsibility to correctly deduct it and pay it to Inland Revenue.

Definitions

Expenditure funded by Fire and Emergency We are responsible for funding fire force expenditure required to prevent, suppress and put out fires and respond to other emergencies.

Examples of what we pay for are:

Category	Types of expenditure
Facilities and office	<ul style="list-style-type: none"> • Purchase or lease, repair and maintenance of facilities. • Occupancy expenses, e.g. power, rates, rent and cleaning products. • Supplies and consumables. • Communication expenses, e.g. phones and pagers.
Fleet	<ul style="list-style-type: none"> • Purchase, repair and maintenance of Fire and Emergency-owned appliances and vehicles. • Running costs, including fuel, warrant of fitness, registration, and insurance.



Voluntary Rural Fire Force Grants

Equipment	Purchase, repair and maintenance of all authorised Fire and Emergency equipment.
Clothing	Protective clothing and uniform.
Training	Operational and command training courses.
Insurance	Insurance of fire force assets if on the Fire and Emergency fixed assets register.
Association conference	Registration, travel and accommodation expenses for one delegate per brigade plus officials to attend an association conference.

Related information

Policies

Refer to these intranet topics to help you apply and comply with this policy:

- [Business expenditure](#)
- [Volunteer loss of personal income](#)
- [Travel and accommodation](#)
- [Association conferences and competitions](#)

Guidelines

The following guidelines apply to this policy:

- [Financial statements for brigades and fire forces](#)
- [Charitable grants for brigades and fire forces](#)

Tools

Related tools:

- [Statement of assets and liabilities](#)
- [Statement of income and expenditure](#)

Legislation

We must comply with legislation, including the following:

- [Charities Act 2005](#)
- [Crown Entities Act 2004](#)
- [Fire and Emergency New Zealand Act 2017](#)
- [Income Tax Act 2007](#)



Voluntary Rural Fire Force Grants

Document information

Owner	Chief Financial Officer
Last reviewed	1 July 2017
Review period	Six-monthly

Record of amendment

Date	Brief description of amendment
1 July 2017	This policy was developed as part of the implementation of the Fire and Emergency New Zealand Act 2017.



Statement of Income & Expenditure

Statement of Income & Expenditure			
Brigade or Fire Force:			Guidance Notes
For the Year Ending:			
Income		\$	
	Fire and Emergency New Zealand Grants		
Other Income			
	Sponsorship & Grants		
	Completion Income		
	Fundraising		
	Bequests		
	Donations		
	Sale of smoke alarms		
	Social Club income		
	Dividend income		
	Investment income (interest)		
	Other		
Total Income		\$ -	
Expenditure			
	Rent		1
	Phone / computer		
	Printing & stationery		
	Insurance		
	Bank charges		
	Competitions		
	Fundraising		
	General expenses (gifts, Sky, other)		
	Honoraria		
	Honours & awards		
	Meetings & conferences		
	Publications & stationery		
	Repairs & maintenance		
	Subscriptions		
	Training		
	Vehicles		
	Overseas spending (delivering aid, disaster relief)		
	Donations		
	Interest paid		
	Depreciation		
Total Expenditure		\$ -	



Statement of Income & Expenditure

Movement in stock			
	Opening stock		
	Purchases (smoke alarms)		
	Social Club expenses		3
	Closing stock		
Net movement in stock		\$ -	
Net surplus (deficit) <i>Income less Expenditure less Net movement in stock</i>		\$ -	



Statement of Income & Expenditure

Statement of Assets & Liabilities			
Brigade or Fire Force:			Guidance
As at:			Notes
ASSETS		\$	
Current Assets			4
	Cash on hand		
	Bank Accounts (list below):		
	Monies receivable		
	Inventory		
	Term Deposits		
Total Current Assets		\$ -	
Non-Current Assets			
	Land & Buildings (not owned by Fire and Emergency)		5
	Plant & Equipment		
	Office Equipment		
	Motor Vehicles		
	Investments		
Total Non-Current Assets		\$ -	
TOTAL ASSETS		\$ -	
LIABILITIES			
Current Liabilities			
	Bank overdraft		6
	Accounts Payable		
Total Current Liabilities		\$ -	
Non-Current Liabilities			
	Bank Loan		7
Total Non-Current Liabilities		\$ -	
TOTAL LIABILITIES		\$ -	



Statement of Income & Expenditure

Equity			
	Accumulated Funds		
	Net profit (loss)		
TOTAL EQUITY		\$ -	
TOTAL LIABILITIES PLUS TOTAL EQUITY		\$ -	

These Financial Statements have been adopted by the _____

Volunteer Fire Brigade / Voluntary Rural Fire Force by resolution at the Annual General Meeting

held on _____ at _____

To be completed by the Chief Fire Officer / Voluntary Rural Fire Force Controller

Name		Date	
Position	Chief Fire Officer / Voluntary Rural Fire Force Controller		
Signature			

To be completed by the Treasurer

Name		Date	
Position	Treasurer		
Signature			

To be completed by the Auditor / Reviewer (if not accompanied by a separate audit opinion)

I have examined the records of _____ Brigade / Fire Force and in my opinion the			
above financial statements for the period ended _____ are correct			
Name		Date	
Signature			

What is changing for rural under each of the 8 policy packages

Notes:

A wide, horizontal image showing a massive, intense fire or explosion. The scene is dominated by bright orange and yellow flames, with thick black smoke billowing upwards. The fire appears to be consuming a large structure or area, with the intensity of the flames suggesting a significant event. The image is positioned at the top of the page, above the main title and introductory text.

VRFF Grant and related topics - grant guidelines around what it can be used for, how information can be shared

Notes:



SESSION 7 : ICT SYSTEMS



Approval Plus

We use an online invoice approval system called Approval Plus for processing all invoices for payment.

Finance processes used within Approval Plus:

- Purchase Orders
- Invoicing
- Expense and Allowance Claims
- Ebills

The two roles within Approval Plus:

Preparer role – Coding invoices, creating purchase orders and processing expense claims

Approval role – Checking preparers coding and approving

What we can do for you the user of AP+:

- Accounts payable will assist in any training
- Advise how to code your work
- What to look for when processing in Approval Plus
- What to attach to your work

Training:

- E-learning modules will be available for every individual learner
- E-learning modules are to be completed before using Approval Plus
- Each e-learning module has resources to compliment, and give guidance on what the requirements are
- You can find the Financial Delegation Form, New Supplier Form and PDF training material within the resource area in the modules.

Accounts Payable Team:

We are a team of 6 and we all work within approval plus and can offer assistance with any questions you may have.

Accounts Payable:

Phone: 04 496 3666 (Phone loops to the next available person)

Email: accounts.payable@fireandemergency.nz

Team Leader: Joanne Devereux

DDI: 04 496 3749

Email: joanne.devereux@fireandemergency.nz



**SESSION 7 :
ICT SYSTEMS : NOTES**

ApprovalPlus and P-Card

Notes:

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Update on data migration

Notes:

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SMS Demo

Notes:

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Learning Station

Notes:

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SESSION 8 : ACTION PLAN

Actions noted from today's briefing

Incident Management Framework

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Records management, storing files

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Informing VRFF Controllers

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Top 3 priorities before Day One

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