

National Rural Fire Authority

Level 9, AXA Centre, 80 The Terrace
PO Box 2133, Wellington

21 May 2010

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NATIONAL RURAL FIRE AUTHORITY CIRCULAR 2010/08

SCHEDULE OF NATIONAL RURAL FIRE AUTHORITY TRAINING PROGRAMMES and TRAINING RESOURCES for JULY 2010 TO JUNE 2011

The National Rural Fire Authority (NRFA) provides a number of selected higher level forest and rural fire management courses and workshops on subjects that are best provided for on a national basis.

The NRFA encourages Rural Fire Authorities and Regional Rural Fire Committees to become a partner with accredited training providers to deliver other rural fire training using regional coordinated training programs.

The NRFA will also continue to co-ordinate nominations for overseas courses.

This NRFA Circular is presented in three parts:

- A. NRFA training courses and workshops
- B. NRFA training resources available to RFA's
- C. Overseas provided training courses

A. NRFA training courses and workshops

1. Introduction to Principal Rural Fire Officer (PRFO) Workshop

A four day workshop that provides an overview of the responsibilities and administration functions required of a PRFO and a Rural Fire Authority. Focusing on newly appointed personnel and/or those that have not had tuition in this subject. Note: This workshop does not have a unit standard outcome.

Priority for acceptance to this course will be for those appointed or about to be appointed to the position of PRFO or Deputy PRFO.

The venue for this course will be in Palmerston North.

Details of course and nomination form attached as **Annex A**

2. Intermediate Fire Behaviour (Unit Standard 4648 Version 4)

In conjunction with Telford Polytechnic this revised five day course covers in detail the factors of the fire environment, the influences of the fire environment on fire behaviour in vegetation fuels and the use of fire behaviour information for fire management.

Pre-requisites of unit standards 14564 Demonstrate knowledge of the fire environment on vegetation fire behaviour and 14556 Apply fire weather index system data for fire preparedness measures are mandatory for nomination to this course.

Participants will have the opportunity to undertake assessment to attain Unit Standard 4648 during this course. This includes completion of course exercises, evening homework sheets, an end of course written examination and two application exercises.

The location for this course will be determined on nominations received.

Details of course and nomination form attached as **Annex B**

3. Unit Standard 4648 Fire Behaviour Workshop

To assist those that have not yet completed their case study for completion of unit standard 4648 it has been proposed that a two day Unit Standard 4648 workshop be held (most likely in Canterbury) in July or August.

This course would be run by Scion, with support from the NRFA and the local RRFC, and could be based on either:

- A. Completing the previous written fire behaviour "case study" or
- B. Undertaking practical fire behaviour calculations and mapping assessments (this option will include being conversant with the use of the "Manual for predicting fire behaviour in NZ fuels").

Depending on demand, similar workshops could then be held in other parts of the country later in 2010/2011, although this will need to be coordinated with the Regional Coordinating Committees to manage the time and costs involved.

Please register your interest in attending a one day US4648 Workshop and indicate your desire to complete either the old fire behaviour case study or new practical fire behaviour assessments.

Availability of this workshop is subject to demand and will be considered on a regional basis.

Registration of interest for this workshop attached as **Annex C**

4. Determination of Origin and Cause of Vegetation Fires

A five day course covering the theory and practical applications of determining the origin and cause of fires in vegetation. Completion of this course will be subject to favourable weather conditions to allow for the carrying out of the practical fire exercises.

Pre-requisite of unit standard 4648 Explain fundamentals of vegetation fire behaviour and 20392 Protect and preserve a fire scene is mandatory for nomination to this course.

This course is based on Unit Standard 10615 Investigate causes of vegetation fires. Completion of course exercises, a course written examination and a post course fire investigation report will be required for completion of the assessment for the unit standard 10615.

Providing this course will be subject to nominations received, availability of resources and consideration on a national requirement.

Details of course and nomination form attached as **Annex D**

B. NRFA training resources available to RFA's

Rural Firefighter and Crew Leader Training Packages

The following revised training packages are now available in PDF format, as free downloads to RFA's on the NRFA (firenet) Website. Access is via the NZ Fire Service portal system.

3286	Use handtools
3287	Use water
3270/21417	Water supplies & Use light portable pump
4573	Use handheld radio
20386	Use portable pumps
14564	Fire environment
3291	Lead a crew

C. Overseas provided training courses

The National Rural Fire Authority will coordinate all requests for New Zealand personnel wishing to attend overseas rural fire management training courses.

In an endeavour to achieve earlier notifications for these courses the NRFA has introduced a revised nomination process. See below notes.

Please also note that courses are subject to confirmation of being programmed in the 2010/11 year by the agency involved. The NRFA will undertake all endeavours to attain places on these courses when they are programmed.

Preference will be given to those personnel involved with Incident Management Teams.

Nomination Process: (Australian and Canadian training courses)

1. Personnel, via their Rural Fire Authority, can register with the NRFA there interest in attending the overseas course/s. Please advise your registration of interest through to Ian Millman at [ian.millman@fire.org.nz].

2. On receipt of the overseas agency training calendars and indication of availability of positions on each course, the NRFA will provide further information to those that have registered an interest.

3. The NRFA will confirm the NZ nominations with the overseas agencies

4. Successful nominations will be advised

For registration of interest see **Annex E**

Note: The Department of Sustainability and Environment (DSE) training programme was also circulated by email on 6 April to all fire authorities

Murray Dudfield
National Rural Fire Officer

Introduction to Principal Rural Fire Officer Workshop

- Aim:** To introduce the participant to the legislative responsibilities and the management role of a Principal Rural Fire Officer
- Subjects:**
- Rural Fire and other relevant legislation
 - Risk and Hazard Assessment
 - NRFA National Standards and Auditing
 - NZ Fire Danger Rating System
 - Fire prevention and preparedness planning
 - Fire fighting Fund and Grant Assistance
- Assessment:** None, however participants will be encouraged to complete unit standard 20397 Demonstrate knowledge of legislative responsibilities of a rural fire authority following the course
- Eligibility:** Persons appointed or about to be appointed as a PRFO or Deputy PRFO
- Participants:** Maximum of 20 participants, and subject to a minimum of 14 participants
- Date:** 5 – 8 July 2010
- Location:** Palmerston North
- Duration:** Commences 13:00 on Monday and concludes 15:00 on Thursday
- Course Fee:** \$500.00 (exclusive GST)
- Venue:** tba - Note: It is recommended that participants from out of town stay at the course venue
- Accommodation:** tba - (accom costs additional to course fee)
- Nominations:** On attached form to Ian Millman, NRFA, PO Box 2133, Wellington, or email ian.millman@fire.org.nz

Nominations close 4 June 2010

**Introduction to Principal Rural Fire Officer Workshop
5 - 8 July 2010 - Palmerston North
NOMINATION FORM**

Personal details:

Surname: First Name:

Postal address: Email address:

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Course eligibility (circle one):

Currently PRFO or DPRFO

To be appointed PRFO or DPRFO

Currently RFO only

Fire Authority details:

Name:

Nomination authorised by: Sign:

Invoice address for course fee:

Emergency contact while at course:

Name: Contact phone:

Send Nomination form to:

ian.millman@fire.org.nz
or
National Rural Fire Authority
PO Box 2133
WELLINGTON

CANCELLATIONS: Five working days notice of not attending the course must be given or the full course fee will be charged

Demonstrate knowledge of vegetation fire behaviour

Unit Standard: 4648

Credits: Level 5, 8 Credits

Assessment to Unit Standard: Yes

Course Date: 5 days in September 2010, dates to be confirmed

Cost: To be advised (expected to be \$650 exclu. GST)

Course Location: To be advised

Entry Information: Must have unit standard 14564 and 14556

Pre-Course Requirements: May be pre-course work to complete

Course Facilitators: To be advised (dependant on nominations received)

Course Objective:

People credited with this unit standard are able to demonstrate knowledge of: the vegetation fire environment; New Zealand weather that affects vegetation fire; fire science that relates to vegetation fire behaviour; fire behaviour information for fire pre-suppression and suppression planning; the NZFDRS; principles of extreme fire behaviour; and documentation of wildfire behaviour and suppression effectiveness.

Who Should Attend:

This unit standard is for people with responsibilities for vegetation fire pre-suppression preparedness planning functions and/or for managing vegetation fire fighting operations and/or prescribed burning.

National Certificates:

This unit standard is part of the National Certificate in Fire and Services (Vegetation) (Level 5)

Applications Close: 30 July 2010

Course Nomination Form

Rural Fire Training at Telford Rural Polytechnic – 2010

4648 - Demonstrate knowledge of vegetation fire behaviour

Course Date: 20 - 24 September 2010

Student Details

First Name _____

Surname _____

Phone _____

Address _____

Date of Birth _____

NZQA Number _____

Nominating Organisation:

Authorisor's Name:

Authorisor's Signature:

Date:

Invoice Address (if different from above)

Emergency Contact (While on Course)

Name:

Phone (Day): Phone (Night):

Applications Close: 30 July 2010

Nominations To: Sarah Hanning
Telford Rural Polytechnic
Private Box 6
Balclutha

Cancellations: Five working days notice if not attending a course must be given or the full course fee will be charged.

**All candidates must be nominated by their fire authority/employer.
It is the authorisor's responsibility to make sure that they are nominating suitable candidates who are likely to succeed**

Unit Standard 4648 Fire Behaviour Workshop
Registration of Interest

Personal details:

Surname: First Name:

Postal address: Email address:

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Course eligibility:

Date completed IFB course and Examination:

Workshop type preference: (circle one)

A. Completion of a Case Study (US4648 version 3 or earlier)

B. Fire behaviour calculations and mapping assessments (4648 Version 4)

Fire Authority details:

Name:

Nomination authorised by: Sign:

Applications Close: 30 July 2010

Send to:

ian.millman@fire.org.nz

or

National Rural Fire Authority

PO Box 2133

WELLINGTON

Determination of Origin and Cause of Vegetation Fires Course

- Aim:** To provide fire officers with an understanding of the practices for determining the origin and cause of vegetation fires
- Course Subjects:**
- Understanding of practices and procedures
 - Determining origin and cause
 - Documenting, preserving and presentation of evidence
 - Practical exercises
- Assessment:** Completion of course exercises, a course written examination and a post course assignment of an investigation will be required for completion of the assessment for the unit standard 10615.
- Eligibility:** Unit standards - 4648 Demonstrate knowledge of fire behaviour and 20392 Protect and preserve a fire scene
- Participants:** Maximum of 16 participants, and subject to a minimum of 12 participants
- Date:** March / April 2011
- Location:** Canterbury
- Duration:** Commences 09:00 on Monday and concludes 14:00 on Friday
- Course Fee:** \$750.00 (exclusive GST)
- Venue:** tba - (It is recommended that participants from out of town stay at the course venue)
- Accommodation:** tba - (accom costs additional to course fee)
- Nominations:** To NRFA, PO Box 2133, Wellington
Nominations close 30 July 2010
- CANCELLATIONS:** **Five working days notice of not attending the course must be given or the full course fee will be charged**

**Determination of Origin & Cause of Vegetation Fires
Course
March / April 2011 - Christchurch
NOMINATION FORM**

Personal details:

Surname: First Name:

Postal address: Email address:
(course information)

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Course eligibility (circle response):

Unit standard 4648 (Fire behaviour) Y/N Record of learning attached Y/N

Unit Standard 20392 (Protect and preserve a fire scene) Y/N

Fire Authority details:

Name:

Nomination authorised by: Sign:

Invoice address for course fee:

Emergency contact while at course:

Name: Contact phone:

Applications Close: 30 July 2010

Send Nomination form to:

National Rural Fire Authority
PO Box 2133
WELLINGTON

CANCELLATIONS: **Five working days notice of not attending the course must be given or the full course fee will be charged**

Overseas Courses Registration of Interest

Personal details:

Surname: First Name:

Postal address: Email address:

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See national email 6 April 2010 - DSE Training Course Programme 2010

Course Name:

Host Agency:

Fire Authority details:

Name:

Nomination authorised by: Sign:

Send to:

ian.millman@fire.org.nz
or
National Rural Fire Authority
PO Box 2133
WELLINGTON