

## QUESTION 1

Policy POLIT 6.3 covers the use of the electronic mail (email) services of the New Zealand Fire Service. **(20 marks)**

- a) The primary use of New Zealand Fire Service email facilities is intended for business purposes. **List** five policy statements related to the business use of the email system. **(5 marks)**

1. ....  
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2. ....  
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3. ....  
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4. ....  
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5. ....  
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- b) **List** three policy statements listed in POLIT 6.3 referring to the personal use of New Zealand Fire Service Email facilities. **(3 marks)**

1. ....  
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2. ....  
.....
3. ....  
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c) **List** six general policy statements applying to the email facilities. **(6 marks)**

1. ....  
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2. ....  
.....
3. ....  
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4. ....  
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5. ....  
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6. ....  
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d) **List** six suggested behavioural guidelines in the Fire Service Email Policy POLIT 6.3. **(6 marks)**

1. ....  
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2. ....  
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3. ....  
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4. ....  
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5. ....  
.....
6. ....  
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## QUESTION 2

The New Zealand Fire Service Policy POLHR1.8A details the procedures for Managing Misconduct. **(20 marks)**

a) **List** five examples of Serious Misconduct. **(5 marks)**

1. ....  
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2. ....  
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3. ....  
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4. ....  
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5. ....  
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b) After considering and if necessary, applying the steps in the 'initial handling of complaints' section of the policy, the manager must advise the employee who is accused of the behaviour, of the allegations.

**List** five points that should be included in the communication from the manager to the employee.

1. ....  
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2. ....  
.....
3. ....  
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4. ....  
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5. ....  
.....

c) **List** five points that should be considered by the manager when deciding on what disciplinary action to take in the event that the allegations of misconduct are found to be correct. **(5 marks)**

1. ....  
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2. ....  
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3. ....  
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4. ....  
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5. ....  
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d) **List** five items that should be included in all Oral and written warnings. **(5 marks)**

1. ....  
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2. ....  
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3. ....  
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- 4. ....  
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- 5. ....  
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## QUESTION 3

The Operational Management Manual Section C.2 covers operational planning. The five categories of operational planning are:

- Operational procedures
- Local procedures
- Emergency plans
- Tactical plans
- Risk plans

3.1 Who issues **operational procedures**?

.....

3.1.2 In what documentation can operational procedures be found?

.....

3.1.3 Complete the following sentence on **operational procedures**:

They define the ....., ....., ..... and ..... of the New Zealand Fire Service, and ..... on operational matters.

3.2 Complete the following sentence on **local procedures**:

In consultation with their ....., Chief Fire Officers are encouraged to, and should, develop local procedures appropriate to ..... and ..... as required in Part 2 of this Manual.

3.3 Who issues **Emergency Plans**?

.....

3.3.1 **Emergency Plans** are to be prepared for what **three** situations?

1. ....  
.....
2. ....  
.....
3. ....  
.....

3.4 Insert the correct words in the following sentence regarding **Tactical Plans** from the following word list:

National Commander	Fire Region Commander	Chief Fire Officer
Chief Fire Safety Officer	nationally	locally
regionally	heightened	specific
community		

These plans are issued ..... by the ..... or  
..... They provide information for managing tactics and resources for  
incidents involving a ..... risk.

3.4.1 Give examples of **four** types of information that **may** be included on a **Tactical Plan** in addition to the site information (e.g. name, address & site plan).

1. ....  
.....
2. ....  
.....
3. ....  
.....
4. ....  
.....

3.5 **Risk Plans** are issued locally by the Chief Fire Officer. They provide information for the first response appliances when size, location, access, occupancy, reduced water supplies or the unavailability of fire protection or suppression controls creates a risk. List **five** types of premises to be considered for a risk plan.

1. ....  
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2. ....  
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3. ....  
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4. ....  
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5. ....  
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## QUESTION 4

The NZFS Manual of Operations Volume 1 Section N refers to Mandatory Reporting. A number of statutes require people to report things to local or central government agencies. Complete the obligation to report and the relevant authority for the following Acts.

**a) Fire Service Act 1975, Section 29(5):**

i) What must be reported?

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ii) Relevant authority to be notified

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**b) Land Transport Act 1998, section 22 (3):**

i) What must be reported?

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.....

.....

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ii) Relevant authority to be notified

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**c) Traffic Regulations 1976, Regulation 26(1):**

i) What must be reported?

.....  
.....  
.....  
.....

ii) Relevant authority to be notified

.....  
.....

**d) Coroners Act 1988, Section 5(1):**

i) What must be reported?

.....  
.....  
.....  
.....

ii) Relevant authority to be notified

.....  
.....

**e) Children, Young Persons, and Their Families Act 1989, section 15:**

i) What must be reported?

.....  
.....  
.....  
.....

ii) Relevant authority to be notified

.....  
.....

**f) Hazardous Substance and New Organisms Act 1996, section 144**

i) What must be reported?

.....  
.....  
.....  
.....

ii) Relevant authority to be notified

.....  
.....

**g) Health and Safety in Employment Act 1992, section 25(3):**

i) What must be reported?

.....

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.....

ii) Relevant authority to be notified

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**QUESTION 5**

The New Zealand Fire Service has a Protected Disclosure Policy.

A. Define the purpose of the Protected Disclosure Policy.

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B. List the criteria required to meet the protection of a Protected Disclosure policy.

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**QUESTION 6**

The Fire Service Act empowers the Fire Service to charge for particular services.

A. List four (4) events that could incur charging by the Fire Service.

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- 2. ....  
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- 3. ....  
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- 4. ....  
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