



2009 PRESCRIPTION

UNIT 7 ADMINISTRATION AND MANAGEMENT

EXTENT OF RECOMMENDED KNOWLEDGE

- Knowledge and application of the relevant management and administration policies and procedures of the New Zealand Fire Service
- Knowledge of personnel and station management
- Knowledge of the procedures for fire/incident reports and the reporting system
- The Fire Service organisation structure, chain of command and responsibilities

RELEVANT STUDY MATERIAL

- National Commanders Instruction Volume 1
- Operational Management Manual
 - Section C – Operational Management
 - Section T – Charging for Services
 - Section K – Fire Protection Agreements
 - Section N – Mandatory Reporting
- New Zealand Fire Service Gazette Notice
- United Fire Brigades' Association of New Zealand (Incorporated) Handbook
- New Zealand Fire Service Policies
 - FSMHR – Human Resources Policy and Management
 - FSMCM – Communications, Media and Promotions Policy
 - FSMIT – Information Technology Policy