

QUESTION 1

The New Zealand Fire Service has Protected Disclosure Policies for Employees and Volunteers. These policies are POLHR1.9A Protected Disclosure (Employees) and POLHR1.9B Protected Disclosure (Volunteers). **(20 marks)**

a) What is Protected Disclosure? **(4 marks)**

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b) What Act of Parliament does the Protected Disclosures Policy apply to? **(2 marks)**

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c) **List** the four Aims of the Protected Disclosure Policy (4 marks)

- i)
- ii)
- iii)
- iv)

d) **List** four criteria that must be met for Protected Disclosure to apply. **(4 marks)**

i)

ii)

iii)

iv)

e) **Describe** how Protected Disclosure is made. **(3 marks)**

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f) To whom can a protected disclosure be made? **(3 marks)**

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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)**

i)

ii)

iii)

iv)

v)

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.

i)

ii)

iii)

iv)

v)

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)**

i)

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ii)

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iii)

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iv)

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v)

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d) **List** five items that should be included in all Oral and written warnings.

(5 marks)

- i)
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- ii)
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- iii)
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- iv)
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- v)
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QUESTION 3

The New Zealand Fire Service Policy POLCM1.3 Endorsement and Sponsorship ensures that the New Zealand Fire Service and its employees remain neutral in relation to services and advice and therefore must not be seen to endorse or support any named commercial product, service or brand. **(20 marks)**

- a) **Describe** who has the authority to approve sponsorship proposals at various levels within the Fire Service. **(4 marks)**

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- b) **Describe** the conditions where Fire Service staff may promote the use of a product and the restrictions made on such promotions. **(8 marks)**

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c) **List** five criteria for Fire Service sponsorships with other companies. **(5 marks)**

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d) **Describe** the conditions for sponsorship agreements regarding motor vehicles. **(3 marks)**

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QUESTION 4

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)**

i)

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ii)

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iii)

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v)

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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)**

i)

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ii)

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iii)

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

i)

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ii)

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iii)

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iv)

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v)

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vi)
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d) **List** six suggested behavioural guidelines in the Fire Service Email Policy POLIT 6.3.
(6 marks)

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iii)
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iv)
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v)
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vi)
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QUESTION 5

The Operational Management Manual Section K – Fire Protection Agreements has recently been renamed as RD4-1 – Fire Protection Agreements in the Operational Instruction series – New.

A Fire Protection Agreement provides clarity for Fire Authorities and Chief Fire Officers or Area Managers with regard to the supply of apparatus, fire fighting services and other arrangements for fire control in a rural District. **(20 marks)**

a) **Describe** four situations where Fire Protection Agreements should be entered into. **(8 marks)**

- i)
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- ii)
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- iii)
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- iv)
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b) **Describe** the information required in a draft Fire Protection agreement. **(6 marks)**

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c) **Describe** the process after a draft agreement has been prepared. **(6 marks)**

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b) According to the policy, what should not be disclosed to the media? **(10 marks)**

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