

**QUESTION 1**

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

a) i) Who issues **operational procedures**?

.....

ii) In what documentation can operational procedures be found?

.....

iii) Complete the following sentence on **operational procedures**.

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

b) 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.

c) i) Who issues **Emergency Plans**?

.....

ii) **Emergency Plans** are to be prepared for what **three** situations

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

d) i) 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.

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

- .....
- .....
- .....
- .....

e) **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.

- .....
- .....
- .....
- .....
- .....

**QUESTION 2**

The NZFS Manual of Operations Volume 1 Section T refers to Charging for Services.

a) What section of the Fire Service Act 1975 empowers the Fire Service Commission to charge for services?

.....

b) i) Under what circumstances are charges made for attendance at **vegetation fires**?

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

ii) Who is charged in these circumstances?

.....  
.....

c) i) Under what circumstances are charges made for attendance at **hazardous materials** incidents?

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

ii) Who is charged in these circumstances?

.....  
.....

d) i) Under what circumstances are charges made for attendance at fires involving **commercial forestry**?

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

ii) Who is charged in these circumstances?

.....  
.....

e) Under what circumstances are charges made for **fire safety activities**?

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

f) Under what circumstances are charges made for **false alarms**?

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

g) Give **three** exceptions to charges levied for **training facilities and resources**?

- .....
- .....
- .....

**QUESTION 3**

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?

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

ii) Relevant authority to be notified

.....

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

i) What must be reported?

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

ii) Relevant authority to be notified

.....

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?

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

ii) Relevant authority to be notified

.....

**QUESTION 4**

The New Zealand Fire Service policy POLFA8.3 deals with **Fraud**.

The purpose of this policy is to inform employees and volunteers of what the organisation considers to be breaches of the NZFS fraud policy so that all clearly understand the types of fraudulent behaviour and behaviour which is unacceptable.

a) Give a definition of fraud in relation to policy **POLFA8.3 – Fraud**

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

b) List **five** examples of fraudulent behaviour as given in policy **POLFA8.3 - Fraud**

- .....
- .....
- .....
- .....
- .....

c) i) List the **three** positions where all breaches of the fraud policy will be reported to:

- .....
- .....
- .....

ii) List the **two** external organisations where criminal fraudulent behaviour is reported to:

- .....
- .....

d) i) Who is responsible for reporting suspected fraudulent behaviour?

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

ii) Who must be notified in the event of suspected fraudulent behaviour?

.....  
.....

iii) Who must be **not** be notified in the event of suspected fraudulent behaviour?

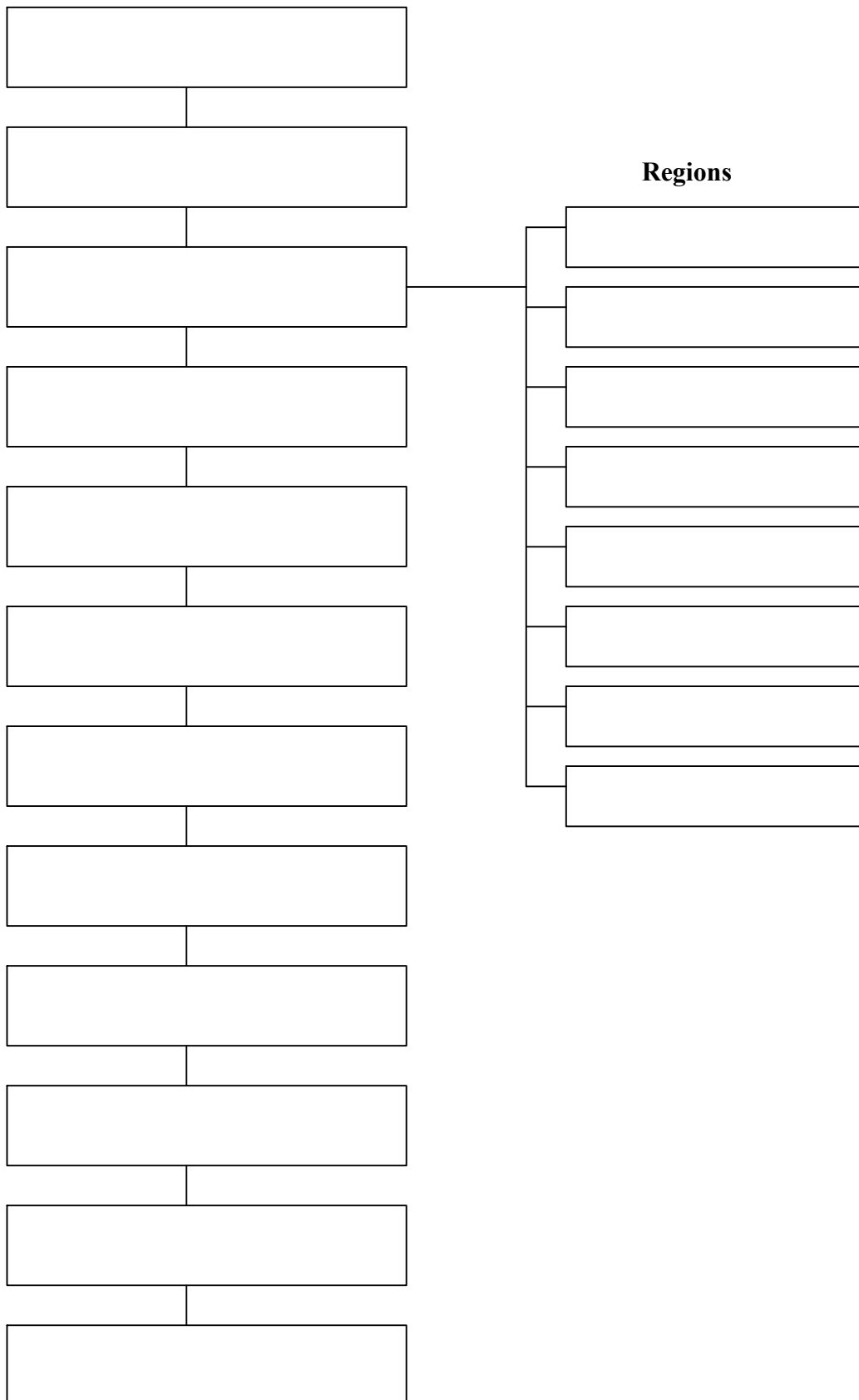
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e) List **three** guidelines given in policy **POLFA8.3 – Fraud** for investigating suspected cases of fraud

- .....
- .....
- .....

**QUESTION 5**

Complete the below organisational chart as it relates to the New Zealand Fire Service



**QUESTION 6**

The New Zealand Fire Service policy POLHR1.7 deals with **Standards of Conduct**

These Standards apply to all staff of the Fire Service, whether or not they hold rank, and reflect the minimum standards needed to ensure that appropriate conduct, integrity and concern for the Fire Service and the public interest are maintained.

a) Complete the following statement:

**Four** major principles underpin the Standards of Conduct. Staff are expected to:

- .....
- .....
- .....
- .....

b) List **five** responsibilities and obligations of staff members listed in POLHR1.7

- .....
- .....
- .....
- .....
- .....

c) List **three** additional common law obligations of all staff:

- .....
- .....
- .....

d) Under common law, employees have a duty to work for an employer in good faith. Staff should perform their duties honestly and impartially, and avoid situations which might compromise their integrity or otherwise lead to **conflicts of interest**.

Give **three** examples of possible **conflicts of interest**.

- .....
- .....
- .....

