

<b>Title</b>	<b>Manage a volunteer fire and rescue group</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	<p>This unit standard is for rural fire force controllers.</p> <p>People credited with this unit standard are able to: implement an organisational plan; carry out administrative duties; supervise the activities of fire and rescue personnel; carry out public relations and liaison duties; and meet strategic operational planning requirements.</p>
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<b>Classification</b>	Fire and Rescue Services > Fire and Rescue Services - Generic Fire Fighting
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Compliance with the fire and rescue service provider's Health and Safety policy and procedures is mandatory.
- 2 **Definition**  
*Fire and rescue service provider's requirements* refer to policies and procedures on safety and operation set down by each fire and rescue service employer or host organisation.
- 3 Assessment against this unit standard may take place under real or practical simulated conditions.
- 4 The level of planning required for this unit standard is one of contributing to the plan, not preparing the plan.
- 5 Legislation and codes of practice relevant to this unit standard include the Health and Safety in Employment Act 1992, Employment Relations Act 2000, Resource Management Act 1991, Occupational Safety and Health Codes of Practice, Forest and Rural Fires Act 1977, Forest and Rural Fires Regulations 2005, Rural Fire Management Code of Practice, and Fire Service Act 1975.

### Outcomes and performance criteria

#### Outcome 1

Implement an organisational plan.

**Performance criteria**

- 1.1 The organisation's policies regarding volunteers are applied to the management of fire and rescue duties in terms of training, welfare, and team member levels.
- 1.2 The organisation's policies for the management of resources are applied to the management of fire and rescue duties in terms of monitoring resource levels, maintenance, operational readiness, and requisitioning.
- 1.3 The organisation's policies for tactical emergency response planning are carried out in accordance with the fire and rescue service provider's requirements.
- 1.4 Performance of management activities is in accordance with the fire service provider's requirements.

Range may include but is not limited to – codes of practice, policy documentation, operational instructions.

**Outcome 2**

Carry out administrative duties.

**Performance criteria**

- 2.1 Records and returns are completed in accordance with the fire and rescue service provider's requirements.  
  
Range staff-related returns, plant and equipment, organisational returns.
- 2.2 Reports are completed in accordance with the fire and rescue service provider's requirements.  
  
Range a minimum of two of – personnel, fault, damage, incident, training accident reports.
- 2.3 Budget planning and control procedures are carried out in accordance with the fire and rescue service provider's requirements.

**Outcome 3**

Supervise the activities of fire and rescue personnel.

**Performance criteria**

- 3.1 Duties are prioritised in accordance with the fire and rescue service provider's requirements.
- 3.2 Duties are allocated to personnel in terms of the best utilisation of skills and experience in accordance with the fire and rescue service provider's requirements.

- 3.3 Supervisory duties are carried out in accordance with the fire and rescue service provider’s requirements.

Range may include but is not limited to – codes of practice, policy documentation, operational instructions.

**Outcome 4**

Carry out public relations and liaison duties.

**Performance criteria**

- 4.1 Public relations activities are conducted in accordance with the fire and rescue service provider’s requirements.

Range may include but is not limited to – liaison with the public and specialist groups, responses to media requests.

- 4.2 Communication is maintained on an agreed basis with other services in accordance with the fire and rescue service provider’s requirements.

Range may include but is not limited to – other fire and rescue service providers, New Zealand Police, ambulance services, territorial authorities.

**Outcome 5**

Meet strategic operational planning requirements.

**Performance criteria**

- 5.1 Planning tasks are conducted in accordance with the fire and rescue service provider’s requirements.

Range a minimum of two of – fire plans, Civil Defence Emergency Management Group Plans, multiple incident plans, business plans, strategic operational plans.

- 5.2 Planning tasks are conducted to meet operational requirements safely, and with the optimum use of resources in accordance with the fire and rescue service provider’s requirements.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 1998	31 December 2025
Review	2	25 March 2004	31 December 2025

Process	Version	Date	Last Date for Assessment
Review	3	20 November 2009	31 December 2025
Review	4	30 September 2021	31 December 2025

<b>Consent and Moderation Requirements (CMR) reference</b>	0039
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring.