

<b>Title</b>	<b>Manage station level duties</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to: implement organisational policy at station level; carry out administrative duties; monitor the station level activities of fire and rescue personnel; and carry out public relations and liaison duties.
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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 term *depot* can be substituted for the term *station* in this unit standard.
- 5 Legislation and codes relevant to this unit standard include the Health and Safety in Employment Act 1992, Employment Relations Act 2000, Resource Management Act 1991, Privacy Act 1993, and Occupational Safety and Health Codes of Practice.

### Outcomes and performance criteria

#### Outcome 1

Implement organisational policy at station level.

**Performance criteria**

- 1.1 Station duties are applied in accordance with the fire and rescue service provider's requirements.
- Range a minimum of three of – legislative requirements, staff, training, welfare, staffing levels, management of resources, maintenance, operational readiness, requisitioning.
- 1.2 Tactical emergency response planning is carried out in accordance with the fire and rescue service provider's requirements.
- 1.3 Performance management activities are applied in accordance with the fire and rescue service provider's requirements.

**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 as directed by the fire and rescue service provider.
- Range a minimum of two of – fault, damage, personnel training, incident or accident reports.
- 2.3 Recovery charges are prepared in accordance with the fire and rescue service provider's requirements.
- Range a minimum of two of – hazardous materials, rural, special services, other cost-recoverable activities.

**Outcome 3**

Monitor the station level activities of fire and rescue personnel.

**Performance criteria**

- 3.1 Duties are prioritised to maintain operational readiness in accordance with the fire and rescue service provider's requirements.
- 3.2 Duties are allocated in accordance with the fire and rescue service provider's requirements.

3.3 Supervision 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, standard operating procedures, operational instructions, other policy documentation.

3.4 Station level duties are completed in accordance with the fire and rescue service provider’s requirements.

Range call-outs, break-downs, staffing levels.

**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.

**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	16 March 1995	31 December 2025
Revision	2	21 May 1998	31 December 2025
Review	3	25 March 2004	31 December 2025
Review	4	20 November 2009	31 December 2025
Review	5	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>.