



*Fire & Rescue Services ITO*

**MINUTES OF THE TRAINING ADVISORY GROUP  
at Mainzeal Building, 181 Vivian Street, Level 2, WELLINGTON  
on Thursday 20 November 2008**

- Present:** Rod Farrow – Forest Owners  
Ian Millman – National Rural Fire Authority  
Dave Jack - FRFANZ  
Kerry Ferris – UFBA  
Lindsay Golding – Department of Conservation  
Joe Hayes – Tai Poutini Polytechnic  
Bruce Stubbs – New Zealand Fire Service  
Nathan Freeman – New Zealand Defence Force  
Brian Davey - IFE
- In attendance:** Liz Hamilton – FRSITO Development Manager  
Martin MacLean – FRSITO Quality Manager  
Sam Cottle – FRSITO Development Assistant  
Maria Reynecke – FRSITO Administration Assistant
- Apologies:** Sarah Stuart-Black - MCDEM  
Jock Darragh – WELLINGTON CITY COUNCIL  
Kerry Ferris - UFBA  
Bill Robertson- FRSITO
- Absent:** Athol Conway – NZPFU

**1. Welcome and Introduction**

Liz Hamilton opened the meeting at 10.05am and thanked everyone for their attendance.

Liz apologized for not sending out the minutes of the last meeting to everyone.

Apologies were accepted.

**2. Confirmation of Previous Minutes**

The minutes of the previous meeting dated 21 August 2008 were tabled.

Some feedback on the Quality Management System (QMS) was requested. Martin McLean, Quality Manager was asked to give a quick overview of what is happening with the QMS. The QMS was presented to the FRSITO Board for endorsement and it was accepted. The key changes in the QMS will be that there

will be a move from stating that a trainee is “competent” or “not competent” to “met requirements” or “not yet met requirements”. The QMS will be looking at flattening the existing hierarchy so that people help each other instead of “policing” over people. In addition to presenting a new QMS a new AMAP will be presented to NZQA for approval.

Assessor forms (04 forms) are being prepared for electronic mode. This will mean that unnecessary paperwork will be minimised. Although this was tabled at the meeting, the process is not yet complete. Before it is fully operational there will be a trial run.

**Resolution: That the minutes of the previous meeting be accepted as a true and accurate record.**

**Moved: Lindsay Golding  
Second: Bruce Stubbs  
Carried**

### **3. 2009 Unit Standard Review**

An objective of today's meeting will be to determine the groupings for units and the timetable for the review dates.

Liz and Sam have met with NZQA. They presented the documents that would be given to the advisory group. There is no longer a back log of work for NZQA but they would like a timetable and agenda in order for them to know what would be coming up in the future.

After discussing the various options the changes were agreed upon. A new copy of all groupings will be sent to members.

The following unit standard groupings were agreed on:

- Urban fire science and behaviour units and urban crew operations units – a total of 18 unit standards.
- Incident management and organisational structure units – a total of 11 unit standards.
- Urban legislation, community risk planning and management, and generic management and structure units – a total of 15 unit standards.
- Motor vehicle accidents, pumps and hydraulics, and generic crew operations units – a total of 18 unit standards.
- Rural fire science and rural legislation units – a total of 9 unit standards.



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- Rural fire operations management and rural fire crew operations units – a total of 14 unit standards.

All together there will be six groupings. Initially these groupings will be looked at over a two to three day period. The initial reviews will begin with Urban units in early March and end with rural in approximately late April 2009.

The USAR grouping has been left out at this stage as USAR is under review at the moment.

**Action Point:** A list of new groupings and timetables to be sent out. Feedback is asked to be submitted no later than 10 December 2008.

### **4. Current Projects**

FRSITO Update

The National Manager's report was presented by Liz.

### **5. Resource Development**

Rural Aircraft Review

The rural aircraft unit review was undertaken by a group who reviewed five units. Some members of the group concluded that there are sixty six pre-requisites credits that need to be taken before a level 6 unit could be obtained.

**Action Point:** All TAG members are to take the documentation and have feedback ready by 10 December 2008.

### **6. General Business**

The matter of logbooks for trainees was raised and the consensus was that although the logbooks are a good idea, they are primarily used as a record keeping tool. This will help trainees keep track of what they have done. FRSITO supports this, but does not as an assessment tool.

A letter from the National Manger was brought up for discussion in the meeting. The letter pertained to the TEC funding for skill sets. An application was made to TEC to explore the Australian approach and run a pilot with some providers. There was a verbal agreement that there would be funding for a project to review



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the barriers to training. It was suggested that the letter be circulated to all chairpersons.

The matter regarding Representatives not attending TAG meetings was raised. This has been raised previously and discussions were held with Bill regarding this matter. The concern for this is that if the representative is not at the meeting the industry group or body will not be represented fairly. It was agreed that the nominated agency should know that their representative is not attending meetings.

Nudge advised the group that the Joint Services Fire School (JSFS) have opted to use St Johns to deliver pre-hospital emergency care training to their trainees. Their intention is to have JSFS Fire Instructors accredited to assess unit 23406, and have requested related training materials from NZFS.

**Action Point:** A letter is to be sent to the agencies regarding their representatives attendance at meetings.

**Moved: Lindsay Golding**  
**Second: Ian Millman**  
**Carried**

The meeting dates for 2009 was agreed upon and are as follows:

19 February 2009  
21 May 2009  
20 August 2009  
19 November 2009

The next TAG Meeting is scheduled for **THURSDAY 19 February 2009**.

Liz Hamilton thanked the members for their attendance.

Meeting was closed at 2:00pm.