Forest Industry Brigades

CFA

CONTENTS

INTRODUCTION

Purpose

Regulation 72 of the Forestry Industry Brigade Regulations 2004 states; that the training requirements for officers and members of Forest Industry Brigades (FIBs) are those determined in Regulation 42 for members operating in forest. Each member of a Forest Industry Brigade must comply with the training requirements applicable to that Officer or member.

The purpose of this publication is to:

☐ identify the training requirements for FIBs;
☐ put these requirements into context with regard to national accreditation;
☐ explain how this training is to be implemented;
☐ explain the skills development path, recognition and assessment process; and
☐ identify the learning materials that support members to acquire the appropriate skills for their role.

Chief Officer's requirements

The Chief Officer **requires** that:

☐ Forestry Industry Brigade officers and members maintain appropriate plantation firefighting skills at a level commensurate with the role expected of them on the fireground and in the incident management team;

☐ all employees and contractors likely to be deployed for non-combatant duties including the supervision of heavy machinery on the fireground must, as a minimum, have successfully completed the Public Safety Training Package unit "Maintain safety at an incident scene" (PUAOHS002A) or agreed equivalent;

☐ all Forestry Industry Brigade members must, as a minimum, have successfully completed the units of competency identified in the CFA Wildfire firefighter skills profile and in addition Plantation Firefighting 1;

☐ all crew leaders on the fireground must, as a minimum, be assessed as satisfactorily meeting the skills profile required for Wildfire Crew Leader;

☐ all members (employees, contractors, officers and crew leaders) using Class A foam must be assessed as competent. and

☐ each Forestry Industry Brigade or parent company is to nominate a Training Officer whose tasks are to identify the training needs of the brigade, consult with the CFA Area Manager Training and Development about scheduling training, document competencies of brigade personnel and report same to Operations Manager as required.

The Chief Officer also **expects** that:

☐ where possible, attendees at a training course are a mix of industry brigade personnel and volunteer brigade personnel to ensure rapport is established, ideas are shared and mutual understanding and teamwork is fostered;

AUSTRALIAN QUALITY TRAINING FRAMEWORK
Background

The competency standards used by CFA are drawn from a number of nationally endorsed training packages including the Public Safety Training Package (PSTP). This allows the firefighter in any state to progress through a curriculum and gain accreditation which is recognised nationally. In addition, the framework allows for accreditation in add-on skills and knowledge in specific areas, one of which is plantation firefighting.

All CFA training is competency based and in accordance with standards set by the industry at a national level. It is appreciated that many companies which have formed FIBs also has a similar situation associated with the training of its personnel.

As a Registered Training Organisation (RTO) operating under the Australian Quality Training Framework (AQTF) standards values the skills and knowledge gained by members. CFA uses the recognition of prior learning (RPL) and recognition of current competency (RCC) as part of our skills recognition system. RPL and RCC are an integral part of a competency based educational and training system. These processes recognise the competencies which people already possess through formal study, work experience or life experience.

CFA reserves the right to develop and implement specialist courses and programs to meet identified risks. The Plantation Firefighting programs have been developed to meet the specific risks identified in plantations.

Personnel operating within the plantation environment are required to satisfy the wildfire firefighter competencies for their level plus specialist plantation competencies.

Application of the AQF framework within CFA

These tables describe roles and responsibilities for each role within the framework.

Plantation Firefighter (AQF Level 2)
Role To work under the supervision of the Crew Leader as part of a team.
Responsibilities To safely, effectively and efficiently carry out allocated tasks.

Crew Leader (AQF 3)
Role To task and supervise the crew (sized appropriately in number to carry out their allocated task) in accordance with the Incident Action Plan, considering safety and welfare of personnel as the first priority. To continually evaluate and report on the current and future situation, monitor and review the effectiveness of tasks and tactics, and communicates up and down the chain of command.
Responsibilities Overall management and supervision of the crew when allocated, available and out of service. To have the appropriate skills to ensure all personnel under their control work safely, effectively and efficiently.

Incident Controller Level 1 (AQF 3)
Role Act as Incident Controller at a Level 1 incident. To continually evaluate and report on the current and future situation, monitor and review the effectiveness of tasks and tactics.
Responsibilities Overall management and supervision of the crew when allocated, available and out of service. To have the appropriate skills to ensure all personnel under their control work safely, effectively and efficiently to achieve planned objectives and outcomes using AIIMS and in accordance with *Chief Officer's Standard Operating Procedures* and *Chief Officer's Standing Orders*.

Strike Team Leader (AQF Level 3)

Role To task and supervise the strike team, to carry out allocated task(s) in accordance with the Incident Action Plan, considering safety and welfare of personnel as the first priority. To continually evaluate and report on the current and future situation, monitor and review the effectiveness of tactics used to achieve the strategies and objectives of the Incident Action Plan and communicate up and down the chain of command. May act as Incident Controller at a Level 1 incident, may perform specialist tasks under limited supervision in the incident management team.

Responsibilities Overall management and supervision of the strike team when allocated, available and out of service. To have the appropriate skills to ensure all personnel under his or her control work safely, effectively and efficiently to achieve planned objectives and outcomes using AIIMS and in accordance with *Chief Officer's Standard Operating Procedures* and *Chief Officer's Standing Orders*.

Sector Commander (AQF Level 4)

Role To implement the strategies of the incident control plan for the sector, contribute to the development of strategies for incident control and to manage people and resources tasked with these strategies, with the safety and welfare of personnel the primary consideration. To continually evaluate and report on the current and future situation, monitor and review the effectiveness of the control plan for the sector and communicate up and down the chain of command. May act as Incident Controller at a Level 1 incident. Sector Commander at a Level 2 or Level 3 incident. If appropriately qualified, may perform roles in an incident management team at a Level 2 or Level 3 incident, without supervision.
Responsibilities To have the appropriate skills to ensure all personnel under his or her control work safely, effectively and efficiently to achieve planned objectives and outcomes using AIIMS and in accordance with *Chief Officer's Standard Operating Procedures* and *Chief Officer's Standing Orders*.
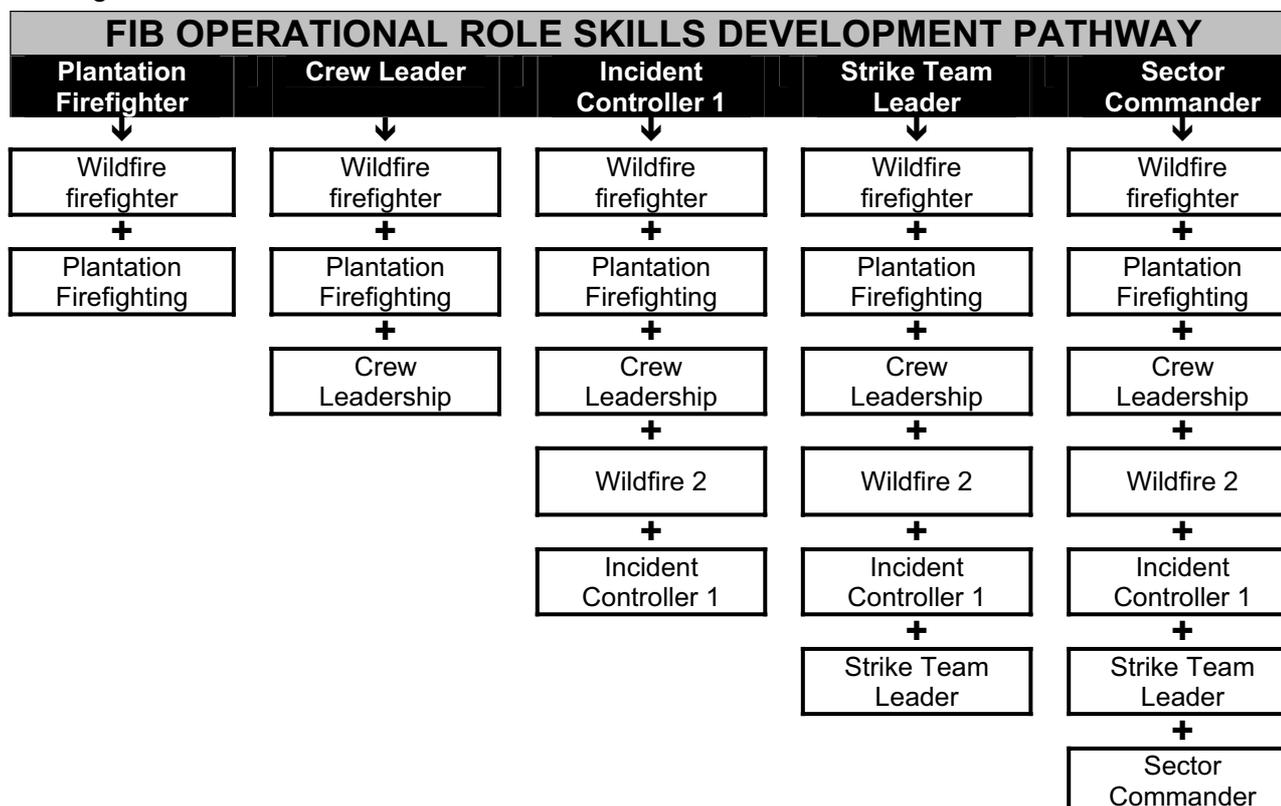
FIB members

The chart below details the skills development path for FIB operational roles from Plantation Firefighter through to Sector Commander.

FIB OPERATIONAL ROLE SKILLS DEVELOPMENT PATHWAY

Plantation Firefighter	Crew Leader	Incident Controller 1	Strike Team Leader	Sector Commander
Wildfire firefighter	Wildfire firefighter	Wildfire firefighter	Wildfire firefighter	Wildfire firefighter
+	+	+	+	+
Plantation Firefighting	Plantation Firefighting	Plantation Firefighting	Plantation Firefighting	Plantation Firefighting
	+	+	+	+
	Crew Leadership	Crew Leadership	Crew Leadership	Crew Leadership
		+	+	+
		Wildfire 2	Wildfire 2	Wildfire 2
		+	+	+
		Incident Controller 1	Incident Controller 1	Incident Controller 1
			+	+
			Strike Team Leader	Strike Team Leader
				+
				Sector Commander

IMPLEMENTATION

The following information outlines the procedures to be followed in implementing a training regime for FIBs.

Area Learning & Development structure

The Manager Training & Development in each area is responsible for the area's overall training delivery portfolio.

Planning procedure

Requests for specific courses from industry, brigade and area staff are to be channelled through the Area Manager Training & Development in the first instance.

The Chief Officer or area and regional management teams may encourage specific courses or specific training outcomes via this process.

Scheduling and notification

Area Manager Training & Development Area training managers are to ensure that FIBs receive a copy of the area/region's general training program calendar which should also include information specific to the CFA advanced training program.

Quality control

The following quality control measures are to be adhered to.

Course content

The Manager, Training and Development is to ensure that the training course material and course delivery is compatible with agreed competency requirements and expectations.

Course providers

Course providers engaged to deliver plantation firefighter courses are to do so in accordance with the agreed learning and assessment strategy and the Chief Officer's requirements.

Providers engaged to deliver plantation firefighting courses are to be selected from CFA accredited providers. Accreditation will be provided by the Manager, Forestry Industry Brigades. An updated list will be sent out annually to training managers and FIB nominated training coordinators.

Course delivery and skills recognition

CFA, as a registered training provider, will issue "statements of attainment" to members who successfully complete the training and skills recognition requirements.

To facilitate this process the provider delivering and assessing the training must hold the appropriate industry competency standards and appropriate delivery and/or assessment competencies.

Delivery standards
☐ TAADEL401A   Plan and organise group-based delivery
☐ TAADEL402A   Facilitate group-based learning

Assessment standard
☐ TAAASS401A   Plan and organise assessment
☐ TAAASS402A   Assess competence
☐ TAAASS404A   Participate in assessment validation

All skills recognition activities require the involvement of a qualified workplace assessor who must be competent in the subject being assessed or have access to a subject or technical specialist.

Equivalent workplace trainer and assessor competencies are considered acceptable and suitable where appropriate.

Where a subject matter expert is used to deliver and assess the members they must be supervised by someone who holds a Certificate IV in Training and Assessment, or the units identified above or equivalent.

It is important for FIB parent companies to ensure this is taken into account when arranging in-house training programs. Workplace assessment can either be provided as part of the training package or arranged separately.

Competency strength

The Region Operations Manager is to check the competency strength of all industry brigades prior to the start of the summer wildfire season each year (by end of November) using the Section 29 Inspection process. This will identify any skill gaps and allow for planning to address training issues.

Funding

Costs associated with training FIB members are the responsibility of the parent company. Where FIB members are students on internally conducted CFA courses, CFA may invoice the FIB parent company the actual costs CFA incurred in delivering the training to FIB members as a proportion of the number of students on the course.

To encourage cooperation between volunteers and FIB members at a local level, CFA offers significant discounts on training charges when FIB members attend local competency based volunteer training courses.

FIB parent companies are advised to contact their CFA Training Manager to confirm current CFA course prices.

Records management

Each FIB is responsible to ensure that a copy of all training and skills maintenance records are forwarded to their Manager Training and Development so that the information can be recorded on TRAIN (Training Record System). Each FIB should also retain a copy of these records for each member they employ.

SKILLS DEVELOPMENT

CFA remains committed to providing opportunities for all personnel to maximise their potential. These opportunities will be provided through a combination of in-house, training contractors and external development programs.

Specialist courses

In addition to the minimum requirements for FIB operational roles there are a range of specialist courses available these include; (in alphabetical order):

- [ ] Aircraft Officer (CFA/DSE);
- [ ] Air Attack Supervisor (CFA/DSE);
- [ ] Air Base Manager (CFA/DSE);
- [ ] Air Observer (CFA/DSE);
- [ ] CFA Sector Commander (CFA090);
- [ ] Driving vehicles under operational condition;
- [ ] Drive Vehicles Off Road;
- [ ] Provide emergency care;
- [ ] Fire Investigation - Wildfire (CFA267);
- [ ] Introduction to AIIMS (CFA404);
- [ ] Incident Management Skills (CFA504);
- [ ] Lead, manage and develop teams;
- [ ] Logistics Officer (CFA503);
- [ ] Operations Officer (CFA403);
- [ ] Planning Officer (CFA502);
- [ ] Pre-Incident Planning;(CFA);
- [ ] Plan a prescribed burn;(CFA216);
- [ ] Staging Area Management (CFA094); and
- [ ] Supervise heavy machinery.(CFA213)

For further details associated with the availability of these courses, location, costs and learning outcomes, contact your local Area Manager Training and Development or Operations Manager.

Endorsement process

For all Operational Management roles a process of endorsement is used to confirm that the individual is considered competent to perform the role. The endorsement process is simple. On successful completion of the skills recognition process for the operational role, a designated person will then consider the experience and capacity of the firefighter to undertake the role and endorse them for the role if appropriate. The endorsement for the role will be provided by an endorsee under delegation from the Chief Officer.

Skills maintenance

Skills maintenance is an ongoing process, if you don't use your skills, over time you may lose part or all of them. There are ways to avoid this, one is to regularly turn out to fires or incidents and have this recorded, another is to take part in prescribed burning or simulation exercises where skills maintenance is completed to the satisfaction of your immediate supervisor. All skills maintenance must be appropriately recorded.

Every plantation firefighter must be able to demonstrate on an annual basis that they are able to protect themselves from potential risks in firefighting by:

☐ wearing the correct protective clothing;
☐ selecting and using appropriate equipment;
☐ using water as protection;
☐ dealing appropriately with unexpected events, including the impacts of a wind change;
☐ recognising watchout situations and responding accordingly;
☐ understanding basic bushfire and grassfire behaviour, including risks from extreme wildfire behaviour;
☐ applying appropriate firefighting techniques using brigade equipment for the type of fire and fire behaviour experienced; and
☐ starting the pump and delivering water from any outlet.

If an FIB member can not satisfactorily meet any of these conditions, the person must be reassessed prior to the next fire season.

LEARNING MATERIALS GUIDE

Introduction

This guide has been developed as an aid to identify:

☐ the subjects that are encompassed by a particular FIB role;

☐ the subject description;

☐ what it is you will need to know and/or be able to demonstrate about the subject to achieve skills recognition; and

☐ what learning materials and information you will need to access to assist in understanding or revising the subject.

Copies of learning manuals and other reference materials are available from your brigade. Contact your training officer to gain access to these materials.

NON FIB MEMBERS

All non FIB members used by the FIB (for example; plant operators) who may be required to enter the fireground must successfully complete a CFA "Maintain safety at an incident scene" program. In addition given the nature of the potential risks and operating environment for FIB contractors the following additional content must be included in the "Maintain safety at an incident scene" program.

Basic Wildfire Behaviour

Subject Description	What you need to know or be able to demonstrate
Describe how materials burn	*Knowledge* ☐ Identify the elements required for a fire to exist; and ☐ describe one common method to control each of these elements.
Identify the basic factors which affect fire behaviour	☐ List the three groups of factors that affect fire behaviour; ☐ describe the relationship between wind speed and direction, and the shape of a fire; and describe the effect of slope on fire behaviour.
Describe the development of wildfires	☐ Explain the terms origin, head, flank and rate of spread; ☐ describe and contrast a ground, surface and crown fire; and ☐ describe spotting, and its causes and effect on fire behaviour.
Describe and demonstrate basic fire suppression strategies and tactics	☐ Explain the differences between a "direct attack" (including parallel attack), and "indirect attack"; ☐ explain the term "defensive firefighting" and give an example of its use; ☐ explain the difference between a head attack and a flank attack; ☐ explain what is meant by a "mineral earth break" and demonstrate how to construct one with a handtool; ☐ demonstrate the correct use of a knapsack pump; and explain the meaning of the terms "fire suppression" and "mop-up".
Describe the risks and hazards of firefighting and the precautions to be taken	☐ Identify and describe the principal hazards, including the main risky wildfire scenarios, and precautions involved in wildfire firefighting; ☐ describe the use of potential fire shelters, including motor vehicles, in life threatening situations; ☐ identify the problems associated with insufficient water intake, food intake and rest breaks, and inappropriate food intake; ☐ describe how to avoid, recognise and treat heat related illness; ☐ explain the purpose and limitations of protective clothing and equipment; ☐ explain why it is necessary to work as a team and the steps to be taken if there

Subject Description	What you need to know or be able to demonstrate
	is no alternative to working alone; and ☐ explain why it is necessary to have and follow instructions from your supervisor and to provide reports back to him or her.
Materials	There are no learning materials required prior to attending the training course.

PLANTATION FIREFIGHTER

All members of a Forestry Industry Brigade (including officers) must as a minimum successfully acquire all of the designated competencies to be considered Plantation Firefighter qualified.

To qualify as a Plantation Firefighter, you need to be assessed as competent in Minimum Operational Skills for Firefighters – Wildfire and Plantation Firefighting 1, in that order.

Minimum Operational Skills for Firefighters – Wildfire

The following information is a guide to what you need to know or be able to do/demonstrate and directs you to the learning materials you will need to access prior to skills recognition.

PUAFIR201A   Prevent injury

Descriptor	This unit covers the competency associated with the identification, avoidance, review, and evaluation of workplace risks and hazards, maintenance of personal safety and the reporting to supervisors and team members.

Element	Performance criteria
1. **Identify workplace hazards and risks and advise others**	1. Procedures and practices are followed to identify workplace hazards and risks 2. Appropriate procedures for dealing with hazards in the workplace are followed in accordance with Occupational Health and Safety (OH&S) guidelines and the organisation's procedures 3. Contact is maintained at all times with other crew members and supervisor 4. Hazards in the work area and warnings of hazardous situations are recognised and reported to designated personnel 5. Stressful situations are recognised and support is sought or given to minimise effect
2. **Implement hazard control procedures**	1. Personal protective clothing and equipment is selected and donned in accordance with the organisation's procedures and within its limitations 2. Appropriate procedures and work instructions for controlling risks and hazards are followed 3. Personal health is protected in accordance with legislative and organisation's procedures 4. Equipment appropriate to dealing with a hazard is used in accordance with standard operating procedures 5. Controls are implemented to minimise damage to the environment 6. Fluid and food intake and rest breaks are maintained in accordance with environmental and working conditions and the organisation's policy 7. Assistance is given to crew members in danger while maintaining personal safety in accordance with the organisation's procedures
3. **Review effectiveness of hazard control procedures**	1. Hazard controls are monitored to ensure continued effectiveness 2. Changes in incident behaviour and conditions are reported immediately to supervisor 3. Factors which may create or increase risk to life, property or the environment are identified, reported and controlled in so far as possible
4. **Participate in the implementation of OH&S in the workplace**	1. OH&S issues are raised with designated personnel in accordance with procedures and OH&S legislation 2. Contributions to OH&S implementation in the workplace are made within organisation's procedures and scope of responsibilities and competencies 3. Activities/debriefings are undertaken which alleviate occupational stress

Element	Performance criteria
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in: ☐ correct identification of hazards in the workplace ☐ application of the organisation's procedures including the correct selection and use of PPE ☐ advising and reporting of workplace hazards in accordance with the organisation's requirements ☐ notification of risk to the team and supervisor in a timely manner

PUAOHS002A   Maintain safety at an incident scene

Descriptor	This unit covers the competency to recognise potential health and safety risks and take action to eliminate or control those risks at incident scenes, to prevent injury to self, other personnel or members of the public.

Element	Performance criteria
1. Determine hazards at incident site	1. Issues affecting safety of self and other personnel are established by identification of hazards and assessment of risks, and by liaison with others at the scene 2. Relevant operational safety procedures are implemented in accordance with organisation's policies 3. Duties are undertaken in line with organisational health and safety codes of practice and relevant legislation
2. Implement hazard controls at incident scene	1. Hazards are identified and mitigation procedures are selected in line with work instructions and procedures 2. Hazardous situations rectified where possible and reported and/or recorded according to organisation's policies and procedures 3. Changes in situation and/or conditions are reported immediately to designated person 4. Hazard controls are monitored and communicated to relevant personnel to ensure continuing effectiveness 5. Hazard control and mitigation measures are implemented with minimum damage to the environment, while maintaining safety of self and others 6. Incident/accident scene is effectively secured to preserve the scene and maintain public safety in line with legislative requirements
3. Maintain personal safety	1. Personal protective clothing and equipment is selected and checked according to organisational procedures to ensure it is operational prior to entry into incident situation 2. Personal protective clothing and equipment appropriate to dealing with the hazard is worn/fitted and used in accordance with organisation's policies and procedures and manufacturer's guidelines 3. Water and food intake, rest breaks and shelter requirements are maintained 4. Survival technique strategies are implemented in accordance with organisation's policies and guidelines
4. Contribute to maintaining safety of other work group members	1. Impact of own actions on safety of others is recognised 2. Contact is maintained at all times with other work group members 3. Signals are correctly used, interpreted, confirmed and acted upon in a timely manner 4. Warnings of hazardous situations are clearly relayed to work group members using appropriate terminology and codes 5. Assistance is given to work group members in danger in accordance with standard operating procedures, ensuring personal safety is maintained
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in maintaining personal safety and safety of others

PUAFIR204A   Respond to wildfire

Descriptor	This unit covers competency for responding to a wildfire when working as a member of a team, under direct supervision.

Element	Performance criteria
1. Prepare to respond to fire	1. The location of fire and the most effective route to the fire are obtained taking into account local conditions 2. Protective clothing and equipment, food and fluid requirements are identified and relevant preparations undertaken prior to departure
2. Proceed to fire	1. The location of the fire is confirmed on approach 2. Access to the area is gained with minimum injury to personnel or damage to vehicles, equipment or the environment 3. Evidence of fire cause is noted and brought to the attention of the supervisor
3. Obtain and use extinguishing media and equipment	1. Nominated media and equipment are located and obtained 2. Equipment is used to deliver the nominated media in accordance with the organisation's and manufacturer's procedures
4. Combat wildfire	1. Instructions are received, confirmed and implemented in accordance with the organisation's safe work practices and procedures 2. Equipment and extinguishing media used are appropriate to wildfire conditions 3. Control lines are prepared in accordance with the organisation's procedures 4. Equipment is positioned, made ready for use and protected from damage in accordance with the organisation's procedures 5. Fire is attacked taking into account wildfire hazards as directed and in accordance with the organisation's procedures 6. Evidence of fire cause and area of fire origin are protected 7. Communication is maintained at all times in accordance with the organisation's procedures
5. Observe and react to wildfire and weather conditions	1. Conditions at the fire are observed and their effect on fire behaviour and development are noted and reported to supervisor 2. Weather conditions and changes to fire behaviour are observed and reported to the supervisor 3. Variations in terrain, fuel types and fuel arrangements are observed and the effect on fire behaviour is reported to the supervisor as required 4. A safe escape route or refuge is identified and maintained at all times 5. Communication is maintained with other Firefighting personnel and the supervisor throughout operational activities
6. Participate in mop-up and patrol activities	1. Mopping-up activities are carried out under direction in accordance with the organisation's procedures 2. Patrol of the perimeter or sector of the fire is maintained in accordance with the organisation's procedures
7. Assist in ancillary operations	1. Activities to complement firefighting operations are carried out as directed and according to the organisation's procedures
8. Recover and store equipment	1. Equipment and consumables are recovered as directed 2. Equipment is stored in accordance with the organisation's procedures 3. Cleaning and maintenance are carried out in accordance with the organisation's procedures
Critical aspects of evidence	For this unit it is essential that competence be demonstrated by: ☐ reacting to changing wildfire behaviour due to changes in weather, topography and fuel conditions ☐ participating in dry wildfire control ☐ use of extinguishing media in wildfire control ☐ maintaining health and safety of self, other workers and people in the immediate work area ☐ participating in mop-up and patrol ☐ undertaking operational activities safely

PUAFIR309A   Operate pumps

Descriptor	This unit covers the competency to operate portable and appliance-mounted pumps at an incident.

Element	Performance criteria
1. Prepare pump to deliver water	1. Type of pump selected is appropriate to the operation/incident 2. Suitability of water supply is determined 3. Pump is sited and positioned to receive and deliver water supply in accordance with the organisation's requirements 4. Pump is engaged in accordance with the manufacturer's guidelines and the organisation's procedures 5. Appropriate agents are prepared for the production of foam at an incident, where required
2. Operate pump	1. Pump components, ancillary equipment and principles of operation are utilised to draught water from a static supply, to boost water from a reticulated supply or to deliver water from the appliance tank 2. Pump operation is in accordance with manufacturer's specifications, organisation's procedures and OH&S guidelines 3. Hydraulic requirements of hose lines and branches are calculated 4. Pumps are operated to ensure that pressure and flow meet operational requirements and safety to personnel is maintained 5. Pump performance is monitored and maintained to ensure maximum efficiency of operation, to detect and correct pumping and safety problems and to take appropriate action in accordance with the organisation's procedures 6. Pump operations are to be carried out avoiding injury to personnel and damage to equipment and facilities 7. Mechanical malfunctions are reported to supervisor according to the organisation's procedures
3. Conclude pump operations	1. Pump operations are concluded in accordance with the organisation's procedures 2. Ancillary equipment is collected and stowed in accordance with the organisation's requirements 3. Maintenance procedures and checks are undertaken to ensure pump and ancillary equipment is serviceable in accordance with the organisation's requirements
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in: ☐ maintenance of water supply to branch operators ☐ maintenance of appropriate levels of pressure ☐ responding appropriately to changing circumstances ☐ when using foam, the correct proportion of foam and water is supplied/delivered and supply of foam concentrate is maintained ☐ when pumping from an appliance tank, monitoring levels of water remaining in appliance tank to ensure minimum levels for crew protection ☐ pumping without injury to personnel or damage to equipment

PUAOPE002A   Operate communications systems and equipment

Descriptor	This unit covers the competency to transmit and receive communications in routine and operational situations using the organisation's communication systems and equipment.

Element	Performance criteria
1. Use communication systems and equipment	1. Equipment is used and operated safely to support communications consistent with organisation's policies and procedures

Element	Performance criteria
	2. Communication equipment and techniques are selected to best meet the task, context and needs of the situation 3. The communication system is correctly utilised to facilitate transmission and reception 4. Communication systems are operationally maintained according to organisation's policies and procedures
2. **Transmit and receive communications**	1. Information is transmitted concisely and clearly to facilitate accurate reception of the message in accordance with organisation's policy and procedures 2. Contact is acknowledged, communication is confirmed and action initiated 3. Communication faults and deficiencies are reported according to organisation's policy and procedures 4. Alternative communication strategies are employed according to organisational procedures to address identified faults and deficiencies in communication 5. Communication is processed and recorded in accordance with organisation's policies and procedures
3. **Maintain communications equipment**	1. Fault finding techniques are applied and basic maintenance conducted according to organisational policies and procedures 2. Faulty equipment is identified and noted for repair
Critical aspects of evidence	It is essential for this unit that competency be demonstrated in accurately transmitting and receiving communications using the organisation's communication system and equipment

PUATEA001A   Work in a team

Descriptor	This unit covers competency in working with others and making a positive contribution to the effectiveness and efficiency of a team in a work environment when predominantly under direct supervision. Limited responsibility towards others is required.

Element	Performance criteria
1. **Contribute to team activities**	1. Roles and responsibilities of team members are recognised 2. Contribution is made to identifying team goals and objectives 3. Activities are completed to required standard within timeframe and in accordance with organisation's policies and procedures 4. Assistance in the completion of tasks is requested from other team members where appropriate 5. Team members are assisted to ensure efficient and safe completion of tasks in accordance with organisation's policies and procedures 6. Participation by team members is encouraged and acknowledged 7. Changes in allocated role and responsibilities are implemented 8. Team meetings are attended regularly and punctually
2. **Share knowledge and information**	1. Information relevant to work is communicated effectively with team members to enable efficient completion of tasks in accordance with the organisation's policies and procedures 2. Knowledge and skills are shared between team members
3. **Give and receive support to/from team members**	1. Feedback/assistance is given to other team members in an appropriate manner 2. Team members are supported in achieving workplace goals 3. Feedback from other team members is acted upon appropriately
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in the effective communication and contribution to the achievement of tasks consistent with agreed goals

CFA007 Plantation Firefighting 1

Descriptor	This unit covers the knowledge and skills related to; the management practices in plantations, the equipment used in plantation fire suppression.
Element	**Performance criteria**
Factors that effect plantation fires	1. Identify the fuel structure at each stage of a plantation's life cycle (pine and eucalypt), and explain the relationship between fuel components, fuel arrangement, fuel load, height, density and moisture content. 2. describe the management practices that have significant impact on fuel characteristics in plantations 3. identify major threats in plantation fires and explain the precautions that firefighters should take to minimise risk; 4. select equipment to complete a progressive hose lay as part of a team; and 5. identify and demonstrate the tactics and equipment for fire suppression appropriate to the stage of growth.

Successful completion of CFA Minimum Operational Skills for Firefighters – Wildfire and Plantation Firefighting 1 will provide qualification for endorsement for the role of Plantation Firefighter.

CREW LEADER

To qualify for endorsement as a Crew Leader, you need to be a qualified Plantation Firefighter and assessed as competent in CFA Crew Leader.

NB: All officers must, as a minimum, be qualified Crew Leaders and Incident Controller 1.

The following information is a guide to what you need to know or be able to do/demonstrate and directs you to the learning materials you will need to access prior to skills recognition.

PUATEA002A Work autonomously

Descriptor	This unit covers competency for working as a member of a team or as an individual for periods of time without direct supervision and for mentoring and coaching either in an operational or non-operational environment.
Element	**Performance criteria**
1. Undertake work activities	1. Work requirements are identified and undertaken 2. Instructions and directions are understood and implemented 3. Communication is maintained with team leader advising of progress of task/activity 4. Personal safety and safety of others is maintained 5. Any legal requirements and/or ramifications of activities are communicated to team leader 6. Work area is determined or selected in accordance with operational or organisation's requirements 7. Equipment is operated in accordance with the manufacturer's specifications 8. OH&S and the organisation's policies and procedures
2. Accept responsibilities	1. Responsibilities are accepted according to the organisation's policy and procedures 2. Team leader is appraised of the outcome of task/activity 3. Any activity that exceeds the scope of the defined task is referred to the supervisor
3. Set performance requirements	1. Performance requirements are based on objectives and goals and agreed with supervisor
4. Maintain team performance	1. Individual performance is monitored against defined performance requirements and appropriate action taken to maintain performance if required 2. Performance of others is monitored and appropriate action is taken through

Element	Performance criteria
	coaching and mentoring to ensure team objectives and goals are met 3. Supervisor is provided with feedback and constructive advice 4. Issues which cannot be rectified or addressed are referred to the supervisor for appropriate action according to the organisation's policy 5. Supervisor is advised of any changes in priorities or tasks 6. All required documentation relevant to performance is completed
5. Act as a team leader as required	1. Responsibility for the performance of the team is accepted 2. Goals are set, tasks identified and presented to team members 3. Instructions and directions are communicated to team members clearly and unambiguously 4. Team members' concerns and queries are recognised, discussed and dealt with 5. Any legal requirements and/or ramifications of team activities are communicated to team members 6. Duties, rosters and responsibilities are allocated to team members having regard to the skills and knowledge required to properly undertake the assignment or task and according to organisation's policy and procedures 7. Feedback on own performance is provided as required 8. Level of authority is recognised and adhered to 9. Operational debrief is conducted in accordance with the organisation's requirements
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in communication of performance expectations and providing feedback to team members

PUACOM001B   Communicate in the workplace

Descriptor	This unit covers the competency for interacting with people internally and externally through verbal, nonverbal and written communications in the workplace and the ability to follow verbal and written workplace instructions

Element	Performance criteria
1. Communicate verbally	1. Language used in all communications is clear concise and appropriate to client, assignment and organisation's requirements 2. Active listening skills and questioning techniques are used to clarify issues 3. Established communication pathways are used for routine and non-routine communication
2. Communicate non verbally	1. Non verbal communication is positive, culturally appropriate and tailored to the audience 2. Non verbal communication is consistent with verbal communication
3. Communicate with clients	1. Questioning, learning and summarising skills are used to establish client needs 2. The needs of clients are addressed in line with organisation's policy and procedures 3. Confidentiality is observed in accordance with organisation's policies and procedures
4. Give and receive instructions	1. Instructions received are acted upon within an agreed time frame and to meet organisation needs 2. Difficulties/problem areas are identified and communicated to the appropriate person in a timely manner 3. Clarification of instructions is sought from the appropriate person 4. Instructions are relayed clearly, concisely and accurately and confirmation of understanding obtained
5. Take part in group discussions and	1. Contributions are made in small informal group activities and meetings to facilitate outcomes

Element	Performance criteria
informal meetings	2. Responses are sought from, and provided to, other group members in a constructive way 3. Views and opinions of individuals or a group are understood, acknowledged and accurately represented to others where required
6. Prepare and process routine written correspondence notes and records	1. Information and ideas are presented in a format, language and timeframe to meet organisation's requirements 2. Presentation of written documents meets organisation's standards of style and accuracy 3. Documents are processed to comply with legislative requirements and organisation's policy and procedures
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in effectively interacting with clients and communicate verbally and non verbally

A qualified Plantation Firefighter successfully completing CFA Crew Leader program will provide qualification for endorsement for the role of Plantation Crew Leader.

INCIDENT CONTROLLER 1

To qualify for endorsement as an Incident Controller Level 1, you need to be a qualified Plantation Firefighter and assessed as competent in CFA Crew Leader.
NB: All officers must, as a minimum, be qualified Crew Leaders and Incident Controller 1.

The following information is a guide to what you need to know or be able to do/demonstrate and directs you to the learning materials you will need to access prior to skills recognition.

PUAOPE001A   Supervise response

Descriptor	This unit covers the competency to supervise a response by a small team to incidents and may include the use of aircraft, which are time critical and/or potentially threatening to life, property or the environment. The unit includes the competency to proceed to the incident, assess the incident, and plan and implement an operational response and post-response activities.

Element	Performance criteria
1. Receive incident response request	1. Requests for response are received and dealt with in accordance with organisational policy and guidelines 2. Relevant incident information is obtained and assessed to enable personnel to make appropriate preparations 3. An appropriate response is determined according to the type of incident and information available in accordance with organisational policies and procedures 4. The location of the incident and the most appropriate route to the incident are ascertained
2. Proceed to incident	1. Personnel, equipment and transport resources are dispatched promptly, consistent with the nature of the incident and the information available 2. Communication is established and maintained 3. An appropriate route to the incident is followed to minimise response time 4. En-route hazards are recognised and negotiated to minimise risk 5. Multi-vehicle response is conducted in accordance with the organisation's procedures
3. Assess the incident	1. Observations are made en route to assist with incident assessments 2. Assigned personnel's arrival at the incident is confirmed according to organisational policies and procedures 3. Communication with on-site personnel is established 4. An initial assessment of the incident is carried out promptly

Element	Performance criteria
	5. Hazards or potential hazards are assessed and minimised or controlled 6. Assigned resources to deal with the incident are established at the earliest opportunity 7. The need for additional resources is identified and resources requested in accordance with organisational policy and procedures 8. Hazards are monitored during the incidents and changes in the situation acted upon
4. Plan and implement an operational response to the incident	1. A safe and effective operational environment is established and maintained in accordance with occupational health and safety guidelines and organisation's policies and procedures 2. Incident information is communicated to assigned personnel clearly, accurately and in a timely manner 3. Incident plan is developed based on available information and organisational procedures 4. Strategies and tactics are determined and tasks allocated to appropriate personnel 5. An incident plan is implemented, continually monitored, reported and reviewed in the light of additional information and communicated in accordance with the organisation's policies and procedures 6. Leadership and supervision are provided to ensure that performance and practice are to operational standards 7. Appropriate equipment and materials are deployed to deal with the incident 8. Changes in the incident plan are communicated to relevant personnel and organisations
5. Conclude operation	1. Incident is terminated in accordance with the organisation's procedures 2. Incident records of incident actions and decisions are maintained in accordance with the organisation's requirements 3. Incident assessment is conducted in accordance with the organisation's requirements
6. Supervise post response activities	1. Equipment cleaning, repair, storage and replenishment is supervised 2. Debriefing requirements are met 3. Post operation reports are prepared to organisation's requirements 4. Welfare of team members is monitored and appropriate action taken
Critical aspects of evidence	It is essential for this unit that competence be demonstrated in implementation of an appropriate strategy to deal effectively with the incident

PUALAW001A   *Protect and preserve incident scene*

Descriptor	This unit covers the competency required, on arrival at the scene of an accident or incident, to conduct initial assessment, take action to maintain public safety and preserve the scene, and note and record details and information. The unit is particularly applicable in cases where organisation personnel are the first to arrive at the scene of an accident or incident.
Element	Performance criteria
1. Secure and preserve scene	1. Initial assessment is participated in to identify factors which will impact on public safety and scene preservation 2. Incident/accident scene is effectively secured to preserve the scene and maintain public safety in line with legislative requirements
2. Record and report details of incident scene	1. Details of the scene are noted, recorded and reported according to organisation's policies and procedures 2. Witness details and information volunteered are recorded in accordance with organisational and legislative requirements 3. Information is communicated to relevant personnel in line with organisation's procedures
Critical aspects of evidence	Demonstrated ability to effectively secure scene and record and report details in accordance with the organisation's policies and procedures

Element	Performance criteria

PUAFIR303A   Suppress wildfire

Descriptor	This unit covers competency while working as a member of a team when suppressing a wildfire and is often undertaken without direct supervision.

Element	Performance criteria
1. Receive and report details of wildfire	1. Details of the fire's location and development of the fire are received and recorded 2. Fire details are reported in accordance with the organisation's procedures
2. Prepare to respond to fire	1. The location of and access to the wildfire are confirmed and the most effective route is ascertained 2. Required organisational equipment, protective clothing, apparel, food and water required are assessed and procured before departure 3. The most appropriate method of transport to the wildfire is selected and used
3. Proceed to fire	1. The location of the wildfire is confirmed from observation or by direction while on approach 2. Access to area is determined and achieved with minimum injury to personnel or damage to vehicles, equipment or environmentally sensitive areas 3. The safety of people in the wildfire area is assessed and monitored 4. Evidence of the wildfire cause is noted and brought to the attention of the appropriate authority 5. Navigational tools are used for planning and operational purposes
4. Protect people	1. As far as conditions allow, the number and location of people in the threatened area is determined 2. Appropriate evacuation or non-evacuation protocols are identified and applied or advised to persons in the path of a wildfire 3. Access to hazardous locations is controlled 4. The safe defensibility of property is evaluated and assistance is provided to help occupiers 5. Advice and support is provided to occupiers in helping them safely defend their property 6. The safety of people in the threatened area is monitored during the course of the fire 7. The safety of people in the area is checked and confirmed after the passing of the fire
5. Combat wildfire	1. Media and equipment are selected and used to allow wildfire control operations to be conducted effectively and safely in accordance with the organisation's procedures and OH&S procedures 2. The most suitable location from which to use equipment to commence wildfire control operations is selected 3. Access to the selected area of operations is gained in the safest and most effective manner 4. Fire hazards are identified and action taken to minimise the risk of injury to the public, personnel and self 5. Fire control strategies and tactics are employed to achieve the objectives in accordance with the organisation's procedures 6. Fire control activities undertaken minimise overall damage and impact on the environment 7. Potential fire behaviour is considered and acted upon to ensure safety and achievement of objective 8. Fuel, weather and topographical factors are observed and potential fire behaviour anticipated 9. The effectiveness of tactics employed is reported to the supervisor 10. Area of origin and evidence of fire cause is protected and brought to attention of supervisor or relevant authority 11. Safe egress and/or refuge from the fire is identified and communicated to personnel

Element	Performance criteria
6. **Conduct mop-up and patrol activities**	1. Mop-up and patrol activities are carried out effectively and safely to the distance determined by the Incident Controller 2. Patrol of the perimeter or sector of the fire is maintained in accordance with the organisation's procedures and guidelines
7. **Recover and maintain equipment**	1. Equipment is made up and made ready for operational use in accordance with the organisation's procedures 2. Damaged or missing equipment is replaced, recorded and/or reported in accordance with the organisation's procedures
Critical aspects of evidence	For this unit it is essential that competence be demonstrated by: ☐ anticipating and reacting to changing wildfire behaviour ☐ observing and reacting to weather behaviour ☐ undertaking dry wildfire control activity ☐ use of extinguishing media ☐ maintaining health and safety of self, other workers and people ☐ in the wildfire area ☐ completing mop-up and patrol ☐ reading maps and navigation

A qualified Crew Leader successfully completing Incident Controller 1 will provide qualification for endorsement for the role of Incident Controller 1.

Other roles

FIB members wishing to access other roles should refer to CFA role specification details as published.

For further training information relating to Forestry Industry Brigades, contact your Area Training Manager. © CFA 2008.