Monaro DISTRICT Training Plan 2019

Document Control

Release History:

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| --- | --- | --- | --- |
| Version | Date | Author | Summary of changes |
| 3 | 13/12/2018 | Tim Ingram | 1. Introduction   * Changes to district forecasts and possible fire related incidents.   2. Training Objectives and Success Measures table.   * Nil changes   3. Scope.   * New [2019 Monaro Training Action Plan](2019%20References/2019%20Monaro%20Training%20Action%20Plan%20.pdf)   4. Training Needs Analysis.   * Update of competencies and qualifications delivered 2010-2018 [Qualifications Delivered 2010-2018. PDF.](2019%20References/Total%20Competencies%202010-2018.docx) * NPWS Chainsaw Training delivery   5. Training Preparation.   * Changes to joining instructions. [Additional information pertaining to USI](2019%20References/Joining%20Instructions%20BF%20Assessment%20December%202018.docx) * Changes to ADF [additional information to record USI](2019%20References/Assessment%20Declaration%20Form%20BF14%20.docx) * Advise of Training Calendar availability   6. Incident Records for the area.   * Updated to reflect 2018 season.   6.2 Potential Incidents in the area.   * Updated to reflect 2018 season.   6.3 Firefighter Safety Record   * Updated to reflect 2018 season.   6.4 Types of Brigades   * Updated member classification numbers * Addition of Arduous Firefighter program * [EOI for ARD FF 2019](2019%20References/EOI%20Arduous%20Firefighter%20Programme%202019%20A3%20Version.docx)   6.5 Kindred Organizations   * Nil changes   6.6 Out of Area Assistance   * Nil Changes   6.7 Equipment   * Equipment table upgraded.   7.0 Training Resources  7.1 Training Resources Currently Available   * Update to Instructors and Assessors. * Mezzanine & Workbenches for Bombala L&D Shed. * Berridale Hot-House outside concreting. * Toilets completed 4WD Track.   7.2 Potential Training Resources.  8.0 Training Budget   * Update for 2018/2019 fiscal year   9.0 Training Validation and Moderation   * Nil Change   10.0 Administration of Training   * Process for gathering of USI information.  11.0 Risk Management of Training and Local Procedures.  * Addition of Arduous Fire Fighter Program for 2019. [Arduous Firefighter Guidelines.pdf](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Arduous%20Firefighter%20Guidelines.pdf) * Development of Safe Work Method Statement’s SWMS for high risk practical areas of training. [MONARO DISTRICT SAFE WORK METHOD STATEMENT TFF](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\MONARO%20DISTRICT%20SAFE%20WORK%20METHOD%20STATEMENT%20TFF.docx) * District WH&S Officer elect 2019 * Addition of BRIMS search for environmental requirements for private tenure tree felling. * Addition of quality control assessments for Fireline Tree Felling. [SOP Fireline Tree Felling Quality Control Assessments.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20Fireline%20Tree%20Felling%20Quality%20Control%20Assessments.docx) * FAA training for 2019. * Procedures for interstate licensing of members requiring Light Rigid or Medium Rigid licenses.  [[License upgrades interstate SOP.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20Licence%20upgrades%20interstate.docx)](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20Licence%20upgrades%20interstate.docx) * Instructor assessment and validation process SOP. [Instructor Assessor Validation Process](2018%20References/Local%20SOP/SOP%20Instructor%20Assessor%20validation%20process..docx). * Addition of Skills Card recording sheet [BF Skills card summary sheet Monaro.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\BF%20Skills%20card%20summary%20sheet%20Monaro.docx) * Update of the welcome letter for new members. [New membership letter V4 03112017.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\New%20membership%20letter%20V4%2003112017.docx) * Course nomination shut-off * Issuing of Statement of Attainments and recording of such. * Addition of procedure for probationary members being given the membership classification of operational.  [New members change operational to administration.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20New%20members%20change%20operational%20to%20administration.docx) * Update to Live Fire Training for 2018. * Update of PPC/E issuing requirements for new members. [SOP Issuing New PPE.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\SOP%20Issuing%20New%20PPE.docx) * Addition of AAW as a co-requisite for VF14. [SOP VF-AAW Co requisites.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20VF-AAW%20Co%20requisites.docx) * PPC/E requirements for VF instructors. [Structural PPC for VF instructors.xlsx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Structural%20PPC%20for%20VF%20instructors.xlsx) * Addition of a Google Drive platform for member qualifications, contacts, and specialised qualifications for access by D/O or IMT personnel. * Additional information to existing policies and procedures. * [Local SOP pertaining to USI](2019%20References/SOP%20USI%20Numbers%20for%20members.docx) * [Plant Hygiene procedures](2019%20References/SOP%20Plant%20Hygiene.docx) |
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Related Documents:

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| Document Name | Version |
| [Training officer Workshop. PDF](2017%20References/Trainer%20&%20Training%20officer%20workshop.pdf) | 2014 |
| [Training Officer Role Statement. PDF](2017%20References/Brigade%20training%20officer%20role%20statement.pdf) | 2015 |
| [Training Flowchart and Timeline. PDF](2017%20References/Training%20FLOW%20CHART%20&%20Timeline.pdf) | 2016 |
| [TAG Scope of Works. PDF](2017%20References/TAG%20Scope%20of%20works%20%202016.pdf) | 2016 |
| [Local SOP RAFT Arduous Pack Test Training. PDF](2017%20References/SOP%20RAFT%20ARDUOUS%20PACK%20TEST%20Training.pdf) | 2016 |
| [Joining Instruction Example.](2017%20References/Joining%20Instructions%20BF14%20Course%20Cooma%20August%202016.docx) | 2016 |
| [Qualifications Delivered 2010-2017. PDF](2018%20References/Total%20Competencies%202010-2017.docx). | 2017 |
| [Hot House Prop SOP. PDF](2017%20References/Bombala%20Training%20Prop%20SOP%20-%20Hot%20House%20Ver%201.3.pdf) | 2016 |
| [Blank Training Needs analysis. PDF](2017%20References/Blank%20Training%20Needs%20Analysis.pdf) | 2015 |
| [Local SOP FAA Pre Requisites. PDF](2017%20References/SOP%20First-Aid%20Pre%20requisites.pdf) | 2016 |
| [Joining Instructions Training Officer workshop Agenda](2017%20References/Joining%20Instructions%20Training%20Officer%20workshop%20November%202015.docx) | 2016 |
| [Trainers and training officers](2017%20References/Trainers%20and%20Training%20Officers.xlsx) | 2015 |
| [BF14 Competency Checklist](2017%20References/3%20BF14%20Competency%20Checklist.pdf) | 2015 |
| [Creewah Qualification list. PDF](2017%20References/Creewah%20Qualifications%2022122015.pdf) | 2016 |
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Related Documents Cont:

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| Document Name | Version |
| [Course Checklist](2017%20References/Course%20checklist%20130813.docx) | 2013 |
| [NSW RFS/FRNSW Mutual Aid agreement Bombala](2017%20References/Mutual%20Aid%20Agreement%20Bombala.pdf) | 2007 |
| [NSW RFS/FRNSW Mutual Aid agreement Snowy](2017%20References/Mutual%20Aid%20Agreement%20Snowy.pdf) | 2007 |
| [NSW RFS/FRNSW Mutual Aid agreement Cooma Monaro](2017%20References/Mutual%20Aid%20Agreement%20Cooma-Monaro%20Shire.pdf) | 2007 |
| [CFA Low Structure Training Prop PDF](2017%20References/CFA%20Low%20Structure%20Training%20prop.pdf) | 2016 |
| [Local SOP Hazardous Tree Risk Assessment](2017%20References/Hazardous%20Tree%20Asessment%20Dec%202015%20Combined%20V1.1.docx) | 2017 |
| [RMS Exemption Letter Example](2017%20References/Drew%20Powell%20RMS%20Letter.docx) | 2017 |
| [Training Flowchart and Timeline V2 2017](2018%20References/Training%20FLOW%20CHART%20Version2%202017.docx) | 2017 |
| [Joining Instruction Example.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Joining%20Instructions%20BFA%20Cooma%202017.docx) | 2017 |
| [L&D Circular 13 2017 Trainee Centred Approach to Audits.pdf](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\L&D%20Circular%2013%202017%20Trainee%20Centred%20Approach%20to%20Audits.pdf) | 2017 |
| [Arduous Firefighter Guidelines.pdf](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Arduous%20Firefighter%20Guidelines.pdf) | 2017 |
| [MONARO DISTRICT SAFE WORK METHOD STATEMENT TFF](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\MONARO%20DISTRICT%20SAFE%20WORK%20METHOD%20STATEMENT%20TFF.docx) | 2017 |
| [SOP Fireline Tree Felling Quality Control Assessments.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20Fireline%20Tree%20Felling%20Quality%20Control%20Assessments.docx) | 2017 |
| [License upgrades interstate SOP.](2018%20References/Local%20SOP/SOP%20Licence%20upgrades%20interstate.docx) | 2017 |
| [Instructor Assessor Validation Process](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20Instructor%20Assessor%20validation%20process..docx). | 2017 |
| [BF Skills card summary sheet Monaro.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\BF%20Skills%20card%20summary%20sheet%20Monaro.docx) | 2017 |
| [New membership letter V4 03112017.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\New%20membership%20letter%20V4%2003112017.docx) | 2017 |
| [New members change operational to administration.docx](2018%20References/Local%20SOP/SOP%20New%20members%20change%20operational%20to%20administration.docx) | 2017 |
| [SOP Issuing New PPE.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\SOP%20Issuing%20New%20PPE.docx) | 2017 |
| [SOP VF-AAW Co requisites.docx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20VF-AAW%20Co%20requisites.docx) | 2017 |
| [Structural PPC for VF instructors.xlsx](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Structural%20PPC%20for%20VF%20instructors.xlsx) | 2017 |
| [2019 Monaro Training Action Plan](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\2019%20Monaro%20Training%20Calendar.pdf) | 2018 |
| [Qualifications Delivered 2010-2018. PDF.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\Total%20Competencies%202010-2018.docx) | 2018 |
| [Additional information to record USI](2019%20References/Assessment%20Declaration%20Form%20BF14%20.docx) | 2018 |
| [Additional information pertaining to USI](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\Joining%20Instructions%20BF%20Assessment%20December%202018.docx) | 2018 |
| [EOI for ARD FF](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\EOI%20Arduous%20Firefighter%20Programme%202019%20A3%20Version.docx) | 2018 |
| [Local SOP pertaining to USI](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\SOP%20USI%20Numbers%20for%20members.docx) | 2018 |
| [LSOP Plant Hygiene.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\SOP%20Plant%20Hygiene.docx) | 2018 |

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# Introduction

**Geography of Area**:

The Monaro District includes the former Council areas of Bombala, Cooma- Monaro and Snowy River. NSW State Government recently amalgamated the three Local Government Areas (LGA) and formed the single Snowy Monaro Regional Council (SMRC).

SMRC covers an area of 15,162 square kilometres with a population of approximately 20,707 persons (SMRC annual report). Absentee landholders make up a large part of the population with occupancy at various times of the year. The population rises markedly during the summer holiday period and again in the winter for the ski season.

Like most of New South Wales, the Monaro has experienced very dry conditions during the 2018/2019 winter and early spring periods, above average temperatures and many days of high winds provided an onset to an early fire season. Some rainfall during October has provided some relief and a “greening up” of grasslands, However fuel moisture in bushlands and available water in creeks and rivers will remain low unless further significant rain fall throughout late spring and summer seasons. This low FMC in bushlands without follow up rainfall has the potential to increase fire intensities and fire numbers throughout the Monaro in the 2018/2019 fire season.

The Monaro District Senior Management Team has finalised a District group structure based on previous LGA boundaries. This strategy is to ensure that representation of issues raised by the membership is maintained at the various bushfire management forums i.e. Service Agreement, Bush Fire Management Committee, Captains and Group Officers meetings. The District Group Structure utilises three Divisions as outlined below. A brief description of each division is provided.

**Bombala Division (former Bombala Council)**

Bombala Division varies from undulating to steep timbered areas in the western and eastern areas to flat/undulating cleared and semi-timbered country through the remainder. The drier forests of the western part of the Division contrast markedly with the moist forests of the eastern part. Half the area is grassland/modified area, where curing from periods of hot/dry weather can extend the fire season into late summer and the effect of frosts can pose a fire risk in autumn and winter. Extensive areas of pine plantation have been established in the eastern and southern parts of the area.

**Cooma Division (former Cooma-Monaro Shire)**

Cooma Division has a diverse topography that includes the coastal ranges and escarpment to the east, an undulating and rolling plains region through much of the central area and high mountain ranges in the north-west. The foothills and mountains are often dissected by grassy plains and north-south running open valleys & ridges. An infestation of African Lovegrass (Eragrostis Curvula) covers approximately 25% of the area and represents a significant grass fire risk throughout the year, dependent upon the curing rates.

**Snowy Division (former Snowy River Shire)**

Snowy Division is made up primarily of two landform types, namely mountain and tableland. Kosciuszko National Park covers the western and parts of the southern portion of the Division. The National Park has a considerable number of areas that are remote, which makes fire suppression more difficult. Fuel loads within the National Park vary dependent upon vegetation type and fire history. The tablelands of the Monaro make up the eastern sections of the area with unimproved/ natural grasslands dominating the landscape.

The drying effect of the predominantly westerly and north westerly winds on the spring pasture growth creates the potential for rapidly moving wide fire fronts. The rain shadow created by the Great Dividing Range has a significant effect on the climatic conditions experienced across the Monaro. The effect may lead to higher than normal fire dangers being experience in December to February and can extend well into March and April during years of drought.

Significant fire dangers also occur through the winter months. These conditions generally occur following dry autumn periods, severe winter frosts curing grassy fuels and extended period of strong winds. Numerous major fires have been experienced outside the statutory bushfire danger period in recent years.

# Training Objectives and Success Measures

**TABLE 1: Summary of 2019 Training Objectives and KPI’s**

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| Objective | Success Measure/Strategy to Achieve Objective |
| Efficiently trained brigades | Incidents managed timely and effectively |
| RFS Brigade members qualified to the appropriate levels. | Increased level of qualifications of all members, Incidents managed timely and effectively |
| Develop guidelines for management of training resources / props | Guidelines completed and endorsed by TAG |
| Continue to develop training package to support delivery of brigade in house training, including FUEL | Number of courses delivered in-house, number of members completing elearning option |
| Develop Risk Management system for individual courses | With the assistance of a WH&S consultant, complete Safe Work Method Statements for all courses. Priority will be given to high-risk work. |
| Build training capability with new RFI and ASR and up-skill existing RFI/ASR | Increase of lead trainers for courses, number of in-house training/assessment completed. |
| Continue to address and prioritise resources to address BF Gap | Appropriately qualified members at all incidents. |
| Continue to establish TAG groups for specific qualifications | Instate TAG members and coordinators where required as directed by TAG |
| Maintain recertification’s for specialised qualifications | All active members have current qualifications, Develop tools to assist with recertification. |
| Consolidate / develop ABO/ ARO/ ABM personnel to ensure BFMC is self-sufficient for 1 shift rotation (3 days) | Maintain current qualification level, investigate other recertification opportunities.  Build numbers |
| Continue / promote rollout of crew leader training to field officers, identify and fabricate required tools to manage training gaps with existing field officers and group officers | Develop training and assessment tools to manage gaps within underpinning knowledge of field officers.  All field officers and group officers qualified to the required level of supervision within the next 2 years.  Build succession planning within individual brigade to maintain pre requisites for field officer positions. |

# Scope

The scope of this plan covers the 2019 calendar year please refer to the [2019 Monaro Training Action Plan](2019%20References/2019%20Monaro%20Training%20Calendar.pdf) for further details of courses/dates and responsibilities.

# Training Needs Analysis

Monaro District has traditionally used an expression of interest process or individual requests for training to develop the annual training calendar. This process did not truly reflect the training needs of the brigades required to develop an emergency service. The approach tended only to serve the interests and wants of individuals.

From 2014-2017 a proactive approach for Brigade Training Needs Analysis (BTNA) was used to gauge the requirement of training for brigades. This (BTNA) was issued to the brigades as an excel based spreadsheet that listed all current members and the most common courses on offer. Please refer to [Blank Training Needs analysis. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Blank%20Training%20Needs%20Analysis.pdf) This spreadsheet was completed by the Training Officer, Captain and other executives of the brigade and targeted only active members (operational) and the required qualifications to run the brigade safely and efficiently. To complete the sheet training officers only needed to mark the box for the corresponding course and member. Please refer to [Completed Training Needs Analysis example](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Creewah%20Training%20Needs%20Analysis%20complete.pdf).

Accompanying the Brigade Training Needs Analysis was a simplified current list of member qualifications for the brigade. This served two purposes, Training Officers and Captains could scrutinise these qualifications and identify shortfalls in the data i.e. an active member that does not have the minimum qualification of BF. The second use of the qualification list was to allow Training Officers to identify active members that require recertification of shelf life qualifications. These members can then be targeted for recertification courses and ensure currency was maintained. Please refer to the qualification example [Creewah Qualification list. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Creewah%20Qualifications%2022122015.pdf).

Once the Brigade Training Needs Analysis was completed and returned to L&D all of this information was compiled, analysed to confirm prerequisites and was used to form the basis of the training calendar in the subsequent year.

This data was recorded in an excel spreadsheet and filtered to determine what courses needed prioritising, where courses should be delivered and the amount of courses required. This data was primarily used to provide member numbers for courses as a guide only and was not a nomination process. There has been a sustained effort to provide brigades with the required mainstream qualifications over the last 2-4 years. Please refer to [Qualifications Delivered 2010-2018. PDF.](\\\\SVCOOM-FILE01\\LocalData\\Staff\\Electronic Filing\\Learning and Development\\L&D000 Training Work Plans\\Training Plans\\2019\\2019 References\\Total Competencies 2010-2018.docx)

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A flowchart and timeline of the required steps for developing the Monaro training calendar was provided to the Training Officers. Please refer to [Training Flowchart and Timeline. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Training%20FLOW%20CHART%20&%20Timeline.pdf)

**Brigade Training Needs Analysis**

Unfortunately, low returns of the above mentioned spreadsheet (BTNA) from brigades, less than 25%. Meant the TNA of brigades was again not truly reflected. Following consultation with the Training Advisory Group (TAG) a decision was made to have the members of the TAG that deliver, assess or instruct at courses reflect the needs of brigades for training.

This not only provides a brigade view of the courses that are required to meet the brigades needs, but also gives the training team capability to deliver as the training team must have provided a Lead instructor and assist instructors to deliver the courses.

Please refer to the new [Training Flowchart and Timeline V2 2017](2018%20References/Training%20FLOW%20CHART%20Version2%202017.docx)

**Bush Fire-fighter Qualification Gap**

A significant amount of time and effort has been allocated in recent years to quantify and complete qualifications that were not finalised. This includes completing the Bush Fire-fighter qualifications for approximately 100 members.

Procedures and tools have been developed that enabled members to be identified and then targeted to complete their training consistent with service standards to minimise the exposure and risk to NSW RFS.

This work is ongoing and all opportunities to identify BF theory trained members or long serving active members with competency based skill levels are acted upon. A BF Competency Booklet is used to record and ensure current competency skills have been met. Please refer to the [BF Competency Checklist](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\3%20BF14%20Competency%20Checklist.pdf).

**Trainer Workshop**

A Trainer workshop was developed to explain the process to the training officers and was delivered across the District in 2015. Please refer to the [Joining Instructions Training Officer workshop Agenda](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Joining%20Instructions%20Training%20Officer%20workshop%20November%202015.docx).

This workshop highlighted the issues with the training and provided solutions that could be implemented within the team. Please refer to the [Training officer Workshop. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Trainer%20&%20Training%20officer%20workshop.pdf)

**Training Advisory Group**

The Monaro Regional Training Advisory Group was reinitiated at this time and interest gauged in regards to instructors and assessors and a possible list of Trainers developed.

A list of Training Officers and interested instructors and qualification based Training Advisory Group members were formed during these workshops. A coordinator for each qualification TAG was voted in at the first Monaro TAG meeting. Please refer to [Trainers and training officers](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Trainers%20and%20Training%20Officers.xlsx)

**Delivery of training to National Parks and Wildlife Staff**

During late 2018 the Monaro TAG were approached to deliver chainsaw training to local NPWS crews that are very dissatisfied with the level of training being delivered to them from private providers. As the NPWS are a stakeholder within the Bushfire Management Committee BFMC this training can take place without the requirement for corporate processes and can be delivered free of charge.

In November 2018 a Trim and Crosscut recertification course was held in Bombala for 7 NPWS staff. This course was a result of prioritising local NPWS needs for XCUT resourcing for this coming fire season. Further training prioritising advanced fallers requiring recertification will take place in the coming weeks utilising areas of known problem trees within the Yankees Gap fire ground area.

# Training Preparation

Once the courses have been loaded into SAP LSO, Brigades and Training Officers are advised via email. A soft copy of the training calendar is provided electronically to all Brigades, Captains, and Training Officers. Two A3 hardcopies are also posted to all Brigades Stations. A page and SMS is also sent advising Training Calendar is available. The training Calendar is also posted onto Facebook.

The Monaro training calendar and nomination forms are also posted onto the Monaro RFS Website.

Members are encouraged to talk to their Captains and Training Officers for course nominations and are advised to nominate through MYRFS. Members that cannot nominate through MYRFS nominate through their Training Officer and they in turn advise L&D and the entry is made on their behalf. Captains and Training Officers are advised of members that have nominated for courses.

All successful nominations are advised to Training Officers and Captains and a list of participants is provided on all joining instructions.

Changes have been made to all of the joining instructions that go out to take into account smokers and their responsibilities and the addition of possible ASQA surveys for participants. Both participant names and trainer names are on the joining instructions.

Please see attached [Joining Instruction Example.](2018%20References/Joining%20Instructions%20BFA%20Cooma%202017.docx)

All assessment material, workbooks, training aids required for the courses are prepared and a course checklist is provided to the lead instructor to ensure all requirements for the recording of assessments, including risk assessments are completed correctly. Please see attached [Course Checklist.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Course%20checklist%20130813.docx)

# The Incident Records for the area

**6.1 Total Reported Incidents for Period 1/7/2017 to 30/6/2018:**

**TABLE 2: 2018 Summary of Incidents by Division Attended by Monaro Rural Fire Brigades**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Incident Type** | **Division** | | |  |
| **Bombala** | **Cooma** | **Snowy** |  |
| Bush fire | 6 | 37 | 20 |  |
| Grass fire | 10 | 48 | 23 |  |
| Hazard reduction | 0 | 5 | 9 |  |
| Structure fire | 4 | 6 | 5 |  |
| MVA | 10 | 31 | 29 |  |
| Other | 17 | 41 | 68 |  |
| Total | 47 | 168 | 154 | 369 |
| Variance on previously year | -28 | + 36 | -16 | - 8 |

Table 2 provides a summary of the incidents attended by Monaro District Rural Fire Brigades during the reporting period. A total of 369 incidents were attended, a decrease of 8 incidents over the previous 16/17FY (or 2.16%). Contributing to this total was 168 incidents in Cooma Division, 154 incidents in Snowy Division and 47 incidents in Bombala Division.

Table 2 provides a breakdown of incidents type by Division which includes bush and grass fires, structural fires, fire protection at motor vehicle accidents, responses to automatic fire alarms and a number of good intent calls. The figures show that grass fires were more frequently attended in Cooma Division. MVA’s were also more frequently attended by Cooma and Snowy Divisions.

The frequency of MVA’s in these divisions is attributed to the increased volume of traffic along the main roads during the snow season. With the increase in traffic comes an increase in the number of motor vehicle related incidents. A good snow season can result in an increased number of motor vehicle accidents.

Table 2 shows a slight decrease (2.16%) in the number of incidents attended when compared to the previous year’s figures.

**6.2 Potential Incidents in the Area:**

The 2018 hazard reduction (HR) programs informed by the BFMC Bushfire Risk Management partly achieved its objectives. Planning for the 2019 programs has commenced in preparation for the autumn program. Despite this work, low rainfall resulting in increased KBDI has heightened the potential for bushfire. A decreased grass fire potential is developing in areas other than the pastures dominated by the noxious weed, African Love Grass.

Other incidents that members respond to include motor vehicle accidents due to major arterial roads including Kosciuszko Road, Snowy Mountains Highway, Monaro Highway and the Alpine Way.

Snowy Mountains Highway, Monaro Highway and Cann River Road are significant transport routes for heavy vehicles associated with agricultural and forest industries. These routes head into the western part of the state and south into Victoria, with a large part of these roads in very remote areas.

With the growing number of absentee landholders and rural smallholdings within the District, the numbers of structural fires that brigades have to attend remains constant.

Other possible community emergencies include major storm and snow events.

**6.3 Firefighter Safety Record:**

Table 3 below provides a summary of injuries or near misses reported during the 17/18 financial year. Property damage claims are excluded from this report.

There was one (1) reported injury or near miss that occurred during the reporting period. The ~~highest~~ mechanism of injury was slip/trip and did not result in a significant long-term injury.

The injury occurred whilst engaged in firefighting operations.

**TABLE 3: Summary of Reported Incidents in Monaro District during 17/18 Financial Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Bodily Location** | **Nature of Injury** | **Mechanism of Injury** |
| Fire Incident | Leg | Sprain/strain | Slip/trip |

The Safety Induction (SI) program is being offered to new members from all 3 FCC by appointment using the offline e-learning program.

SI is also offered as part of the BF14 course if members have not completed the course prior.

Some members have used the eLearning option from home, however, line speed issues are still an ongoing problem for a lot of the Monaro area.

**6.4 Types of Brigades:**

The Monaro Team has 33 Brigades providing primarily a rural protection role. In addition, 12 brigades have the responsibility of providing a village protection role. These Brigades include:

|  |  |
| --- | --- |
| 1. Adaminaby 2. Angler's Reach 3. Berridale 4. Bibbenluke 5. Bredbo 6. Cathcart | 1. Dalgety 2. Delegate 3. Jindabyne East 4. Michelago 5. Nimmitabel 6. Numeralla |

Most Brigades within the District provide support at motor vehicle accidents.

Arduous Firefighter Program

Expressions of interest for Arduous Fire fighters were called for in 2018. A total of 9 members completed the required training and have been placed on the Arduous Firefighter operational deployment register.

This register is held both locally and at region and contains member details and qualification currency.

An EOI for Arduous Firefighters has again been released in December 2018 calling for nominations in 2019. Please see the [EOI for ARD FF](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\EOI%20Arduous%20Firefighter%20Programme%202019%20A3%20Version.docx) for additional information pertaining to RART.

During 2018 the Monaro TAG voted to have all future RART and RAFT members taken from the Arduous Firefighter Team if recruitment was required.

An extensive amount of work has been completed with brigades to establish the actual number of active operational fire fighters within the District. Table 4 below shows the number of operational members to the present date. A subjective review of these figures suggests the actual capability in the District is significantly less than reported. Further work refining these statistics is required during 2019 to understand the actual demographic of active firefighters in the District.

Table 4 below provided summary of Membership Classification by Division for the fire district.

**TABLE 4: Total Number of Members by Division against Membership Classification (source: SAP Volunteer Admin 21/11/18)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Division | Member Classification | | | | | |
| Operational | Operational  Support | Admin | Reserve | CFU | Total |
| Bombala | 313 | 47 | 45 | 29 | 7 | 441 |
| Cooma | 479 | 75 | 105 | 174 | 28 | 861 |
| Snowy | 478 | 61 | 45 | 114 | 7 | 705 |
| **Total** | **1270** | **183** | **195** | **317** | **42** | **2007** |
| **Totals 2017/2018** | **1391** | **160** | **153** | **273** | **35** | **2012** |

**This variance in totals reflects the ongoing work by staff to correctly identify and place members in the correct classification.**

**6.5 Kindred Organisations:**

There are a number of organisations / agencies that can be utilised for bushfire management and control within the District. These organisations and agencies include:

1. NSW Fire & Rescue Brigades
2. National Parks & Wildlife Service
3. ACT Rural Fire Service
4. Parks ACT
5. Forest NSW
6. Country Fire Authority
7. Snowy Hydro
8. Local Government (EOC & BFMC)

Further support agencies include:

* 1. NSW Police Force
  2. NSW Ambulance Service
  3. State Emergency Service
  4. Snowy Monaro Regional Council
  5. Airports and airfields
  6. Salvation Army
  7. Essential Energy
  8. Fuel suppliers
  9. Hospitals and medical facilities
  10. Media
  11. Radio technicians
  12. Plant operators
  13. Road and Marine Services (RMS)
  14. Local Land Services (LLS)

Cooperative arrangements have been made with many of these organisations as outlined in Section 52 Coordination Operation Plans for the Bombala BFMC and Snowy Monaro BFMC and mutual aid agreements.

**6.6 Out of Area Assistance:**

The District shares two different state and territory borders. This means that there is a need for cross border cooperation to manage many types of emergencies.

Out of area assistance is available if required from surrounding Districts, A.C.T and Victoria as identified in Section 52 Coordination Operation Plan.

The NSW Fire & Rescue Brigades in Bombala, Cooma, Jindabyne, Thredbo, Perisher Valley and Queanbeyan are available to assist where necessary and certainly have done so in the past with commendable effect. Mutual Aid Agreements have been formalised between all three local government areas these agreements were signed off in 2007 and would be due to be renewed, due to the amalgamation of the three local government areas now becoming one these mutual aid agreements will no doubt be updated.

Please refer to existing MAA,s. [Bombala](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Mutual%20Aid%20Agreement%20Bombala.pdf) [Snowy](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Mutual%20Aid%20Agreement%20Snowy.pdf) [Cooma](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Mutual%20Aid%20Agreement%20Cooma-Monaro%20Shire.pdf)

The Country Fire Authority of Victoria CFA has made available their small industry and household training props to the CFA and neighbouring areas of Delegate River. An invitation was extended to the Monaro RFS on two occasions and a joint training scenario was organised and delivered by the CFA.

These Purpose built props are transportable and contained in a steel storage container, the costs of the individual units are over $300K. They are a great learning tool for structural type fire-fighting training and hopefully can be used when they are available close to the border. Please refer to [Low Structure Training Prop](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\CFA%20Low%20Structure%20Training%20prop.pdf).

**Appliance Inventories**

Inventories in SAP EAM for the District are continually upgraded. Brigades are asked to annually review their inventory lists to ensure they are prepared prior to the fire season.

Firefighting equipment held on appliances is provided on a needs basis. An inventory has been developed to assist in the management of equipment on the appliances. This inventory is reviewed annually in line with pre fire season equipment checks.

**Communications Equipment**

All brigades use PMR as the area network and as the command network for initial attack on incidents. 11 PMR repeater towers are located throughout the Monaro. RFS VHF radios have been fitted to all Monaro tankers and command vehicles therefore increasingly being used as the tactical network. UHF CB radios are used for tasking network on the fire ground.

A more complicated communications plan may be used for multiple or larger incidences utilizing a number of frequencies. These radio networks include

* Area network use PMR
* Command network use PMR and/or GRN and/or ESO
* Tactical network use VHF fire ground and/or UHF CB and/or GRN
* Tasking network use UHF CB and/or VHF fire ground

Monaro District has a portable repeater capable of utilising PMR/GRN/Field Ops frequencies. This can be used for any of the above radio networks in isolated radio black spots.

The RFS VHF fire ground radio installation program is expected to be completed by 18/19. Training and workshops are being conducted to ensure all members are familiar with the use of all radios and communication plans.

**6.7 Equipment:**

**TABLE 5: Firefighting Appliances**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Brigade** | **1** | **2** | **7** | **9** | **Trailer** | **Other** |
| Adaminaby | 1 | 2 |  | 1 |  | 2 x CFU |
| Ando | 1 |  | 1 |  |  |  |
| Anembo |  |  | 2 | 1 |  |  |
| Anglers Reach |  |  | 1 |  |  |  |
| Berridale | 1 | 2 | 2 | 1 |  | 1 x bulk water carrier Cat 13 |
| Bibbenluke |  | 1 | 1 |  |  |  |
| Bombala | 1 | 1 | 1 |  |  |  |
| Bombala FCC |  |  |  |  |  | 2 x Group Captains vehicles |
| Bombala FCC |  |  |  |  |  | 1 x radio repeater trailer, First aid training trailer |
| Bredbo |  |  | 1 | 2 |  | 1 x fast fill, 1 x CFU, 1 x Catering trailer, **1x Cat 6** |
| Brothers | 1 | 1 | 1 | 1 |  |  |
| Bungarby | 1 |  | 1 | 1 |  | 1 x CFU at Monastery |
| Cathcart | 1 |  | 1 |  |  |  |
| Colinton | 1 |  | 3 |  |  | 1 x fast fill, 1x CFU, 1 Catering trailer |
| Cooma | 2 |  | 1 | 1 |  | 3 x CFU |
| Cooma FCC |  |  |  |  |  | (1 x Com Ed), 1 x fast fill |
| Cooma FCC |  |  |  |  |  | 1 x mini bus (Cat 12) 1XForklift |
| Cooma FCC |  |  |  |  |  | 3 x Group Captains vehicle (cat 16) |
| Corrowong |  | 1 | 1 |  |  |  |
| Craigie | 1 |  | 1 |  |  |  |
| Creewah | 1 |  | 1 |  |  |  |
| Dalgety | 1 | 1 | 2 |  |  |  |
| Delegate | 1 |  | 1 | 1 |  |  |
| Dry Plains | 2 |  | 1 | 1 |  |  |
| Ingebyra | 1 | 2 |  | 2 |  | 1 x CFU |
| Jerangle |  |  | 3 | 1 |  |  |
| Jindabyne |  | 1 |  | 1 |  | 2x CFU |
| Jindabyne East |  |  |  | 1 |  | 1 x Cat 4, 1 x CFU |
| Michelago | 1 |  | 2 |  |  | 2 x CFU |
| Mila |  | 1 | 1 |  |  | 1xCFU |
| Monaro Team |  | 1 |  |  |  | 1 x chainsaw trailer, 2x RAFT, 1 x Cat 17 RAFT |
| Nimmitabel | 3 |  | 1 | 1 |  |  |
| Numbla Vale |  | 1 | 1 | 1 |  |  |
| Numeralla |  | 1 | 2 | 1 |  | 1 x fast fill |
| Peak View | 1 |  | 2 | 1 |  |  |
| Rocky Plains | 1 | 1 |  | 2 |  | 2 x CFU |
| Shannons Flat | 1 |  | 2 | 2 |  |  |
| Smiths Road | 1 |  | 1 | 1 |  | 1 x CFU |
| Snowy River FCC |  |  |  |  | 1 | 1 x bulk water carrier, semi trailer |
| Snowy River FCC |  |  |  |  |  | 2 x Group Captains vehicles |
| Wollondibby |  | 1 | 1 | 1 |  |  |

# Training Resources

**7.1 Training Resources Currently Available:**

**Instructors and Assessors**

Four members completed RFI and ASR during the 2018 period. The Monaro TAG will continue to grow the amount of trainers and assessors where options are available, and members are forthcoming.

**Theory Training Venues / Facilities**

Learning and development activities that require a class room environment are generally conducted at one of the following venues:

* Cooma FCC – Training Room
* Snowy River FCC – Training Room
* Bombala FCC – Training Room
* Colinton Brigade – Training Room
* Many brigades now have training rooms for smaller sessions

**Practical Training Venues / Facilities**

* Council property (including the Berridale 4WD training track)
* Audio Visual Equipment and Training Aids
* The Monaro District has two training laptops and two projectors allocated to learning and development tasks. These laptops and projectors are outdated and need replacing.
* A proposal to utilise expired laptops will be rolled out in 2019.
* 2 x training trailers have been revamped to cover Chainsaw and First-Aid Training. A third trailer has been purchased to carry fire related training tools and props. These trailers are setup with Chainsaws and related tools, equipment PPC etc. First-Aid manikins, bandages and other props. Gas fire simulators etc.
* The toilet block for the Berridale 4WD track has been completed.
* Concreting of the area immediately around the Berridale Hot-House is being investigated with quotes being sought
* Training equipment/trailer storage facilities at Bombala has been completed. Further fitting out of Mezzanine and workbenches needs to be done.
* Other training props are:
  + Chainsaw cutaways & samples
  + Pump cutaways & samples
  + A gas cylinder fire simulation, broken gas pipe and a general fire simulator have been purchased in 2016
  + 4WD recovery tools
  + 4WD / RFD training props
  + Map reading kits
  + Laminated map sheets (in PVC transport tube)
  + Extinguishers
  + Numerous CDs, DVDs and video training aids
  + A set of gauges to assist with pump training
  + A smoke machine
  + Four AED trainers, manikins and other FAA props
  + 2 x “Hot House” structural firefighting props.
  + An additional “Caddy” gas prop for fat fire demonstrations has been purchased in 2018. This will allow for the safe demonstration for the Cadet program and also for Public demonstrations. This unit has the potential for additional props to be clipped on and off. Further props for the Caddy Unit will be purchased as the budget allows over the coming years.
  + Transportable door prop
  + Wall prop

**7.2 Potential Training Resources:**

**Training Equipment Wish List**

1. Laptops for active trainers 2019.
2. Ventilation and Gas Props for Hot-Houses
3. Additional Props for “Caddy” gas prop
4. Structural PPC/E for VF-Live Fire Instructors
5. Mezzanine and workbenches for L&D Shed Bombala

**Training Facilities Being Developed**

Following the locally organised VF instructor Professional development weekend at Mogo in early 2017 further mobile props, 1 a wall for use with the gas cylinder prop and 2 a doorway for practice of entry methods have been fabricated.

These two props are transportable and can be used at brigade sheds for training drills of qualified VF members.

Following the VF instructors workshop at Mogo better use of the Berridale Hot House is being utilised and 42 members were qualified to VF14 in 2017 and another 9 members in 2018.

18 members also attended a Monaro Crew Leader Village course in 2018.

At present the second Hot House located in Bombala is being utilised by F&R NSW as a prop for their training. Purpose built ventilation equipment for the Bombala Hot House and suitable props to allow joint agency training with NSWRFS & F&RNSW is required to improve the facility.

The training props would need to be portable to allow removal and fitting into the Berridale Hot House when required. Please refer to the Local SOP developed for the Hot-Houses. [Hot House Prop SOP. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\Bombala%20Training%20Prop%20SOP%20-%20Hot%20House%20Ver%201.3.pdf)

The Berridale 4WD training track is a Council owned parcel of land. This land is approximately 600acres in size and some of the site is used to quarry rock for council projects. An extensive 4WD training track has been developed using local resources and has been used by the RFS, FRNSW and Police. The site also includes our “Hot House”, a pit toilet and BBQ facilities. The Snowy River Shire Council has supported the multi-agency use of this site and the intention is to further develop the relationship with council regarding the use of this site.

Funding was utilised in 2017 to improve the tracks throughout the Berridale 4WD track.

**External Training Resources**

A good working relationship exists with other organisations that enable the RFS to use additional facilities for training purposes. These resources include:

1. Snowy Monaro Regional Council - The Berridale 4WD training track.
2. Snowy Mountains Airport – Any air base training that is required to fulfil the needs of the District. Snowy Mountains airport was utilised by RAFSO for HIT qualifications in 2017 & 2018.
3. Snowy River Aero club in Adaminaby- Any air base training that is required to fulfil the needs of the Monaro District.

# Training Budget

The training budget for 2018/19 FY is $36,212, which is a decrease of 8.7% below that of 2017/18 FY, in line with some recurrent budget restrictions.

Items that are included in the budget are:

1. Catering costs, members
2. Training materials (locally based)
3. Training props (and their consumables)
4. First Aid training materials
5. External Specialist Consultancy
6. Maintenance & refills of training resources
7. Catering costs, non district members
8. Catering costs, other agencies i.e. NPWS

Costs associated with out of area assistance for other districts also come from the L&D budget, including accommodation, flights etc. Also catering costs associated with training of out of area members for TFT, TFI, TFF comes from the local budget.

An increasing need to provide training to other agencies also has an effect on the budget, including Catering and administration needs.

A regional budget to cater for the procurement of goods and services not associated with localised training needs should be established.

Both the Monaro Training Advisory Group and Regional Training Advisory Groups have called for a regional training budget to be established to meet the needs of specialist training costs. i.e. flights and accommodation for trainers delivering train the trainer courses.

# Training Validation and Moderation

**Training Course and Assessment Evaluation by Participants**

Evaluation forms are used to collect feedback from course participants, any issues raised are discussed by the TAG and a process is followed to amend where required.

Additional requirements by the Australian Skills Quality Authority ASQA and the NSW RFS L&D Section outlined within [L&D Circular 13 2017 Trainee Centred Approach to Audits.pdf](2018%20References/L&D%20Circular%2013%202017%20Trainee%20Centred%20Approach%20to%20Audits.pdf) have been placed onto the joining instruction for approved participants. Please refer to. [Joining Instruction Example.](2018%20References/Joining%20Instructions%20BFA%20Cooma%202017.docx)

**Reviewing and Reporting Feedback**

The instructors have a debrief after each training course, they complete a “post course instructors debrief” or AAR which is later reviewed by TAG members. The feedback process is then recorded in the minutes to ensure feedback is considered in line with the training SOPs.

TAG meeting minutes are taken and distributed after each meeting. The minutes include a register of actions arising from the meeting which is reviewed at each subsequent meeting until an agreed outcome is achieved. The actions arising identify the tasks to be completed and assigns responsibility to individuals.

Development of the local SOP for instructor assessor validation also adds to validation for in-house training as an external assessor (from another brigade) must carry out the assessment. [Instructor Assessor Validation Process.](2018%20References/Local%20SOP/SOP%20Instructor%20Assessor%20validation%20process..docx)

# Administration of Training

# Allocation of Duties

Co-ordination of training in the Monaro District is the responsibility of the Membership Services / Learning and Development Officer. The District structure has one District Assistant assigned to each Division. These Offices contribute by assisting with the coordination of training and/or the delivery or assessment in training.

All District officers that hold instructor and/or assessor qualifications are encouraged to assist or lead in the delivery of courses each year to maintain currency of trainer and assessment qualifications.

Training matters of each Brigade are managed by either an elected Training Officer or the Captain. A position role statement for Brigade Training Officers was developed in 2016 in conjunction with the re-establishment of the TAG to provide guidance to the role. Please refer to the [Brigade Training Officer Role Statement.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Brigade%20training%20officer%20role%20statement.pdf)

The Monaro Training Advisory Group has been re-established in 2016 and a Scope of Works has been developed to provide guidance to their responsibilities. Please refer to [TAG Scope of Works. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\TAG%20Scope%20of%20works%20%202016.pdf)

Administration Officers also contribute to the Membership Services role by providing the Learning and Development Officer assistance with answering membership enquiries, response to correspondence, file management using HPRM, printing and mail out of certificates and some entry in SAP LSO.

NSW RFS requirement for trainees to provide a Unique Student Identifier USI. The requirement for L&D to gather USI from all trainees will be managed in two parts.

Part 1. Identify those members that completed courses post July 1 2018-Completed November 2018. Notify these members of the need to collect USI-Completed November 2018. Enter USI into SAP LSO-80% complete December 2018.

Part 2. Manage the requirement to collect USI from all members attending training; this will be achieved by providing the requirement on all joining instructions and adding the Requirement onto all Assessment Declaration forms ADF. The need for a USI will also be discussed during all face to face courses at the introduction.

Please refer to:

[Local SOP pertaining to USI](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\SOP%20USI%20Numbers%20for%20members.docx)

Changes to joining instructions. [Additional information pertaining to USI](2019%20References/Joining%20Instructions%20BF%20Assessment%20December%202018.docx)

Changes to ADF [additional information to record USI](2019%20References/Assessment%20Declaration%20Form%20BF14%20.docx)

This process was trialled during a BF Assessment for FUEL in December 2018 and worked very well, every participant provided a USI to the Assessors for recording on the ADF.

# Risk Management of Training and Local Procedures

Considerable time is allocated to risk management associated with training and the practical components of courses. This work includes the development of Local SOPs to mitigate risk associated with training courses that have a significant level of risk. This includes chainsaw training, fire-fighter fitness pack tests and Live Fire Training.

L&D has procured the services of a WH&S consultant for 2017/2018 to assist with the development of Safe Work Method Statements (SWMS) for all courses and to provide SWMS for all brigades for their in-house training and drills. This work is ongoing.

The WH&S officer for the District will also provide a role in relation to risk management for training when elected in 2019

The Arduous Pack Test is a high risk training activity and a local SOP has been developed from best practice guidelines for training to attempt the pack test. This SOP is provided to members on completion of the medical. [Local SOP RAFT Arduous Pack Test Training. PDF](file:///C:\Users\timi\Documents\Training%20Plans\Monaro%20DTZ%20Training%20Plan\References\SOP%20RAFT%20ARDUOUS%20PACK%20TEST%20Training.pdf)

All Arduous Pack Test participants are required to complete a PAR-Q prior to training and again immediately prior to the pack test, if any issues are identified within the PAR-Q, a further medical is required prior to any further action. [PAR-Q.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\PAR-Q.docx)

A TBA Risk Assessment is carried out on the day of the course including notification to local ambulance officers. Please refer to [Risk Assessment](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Pack%20Test%20Risk%20Assessment.doc).

Participants must also sign the consent on the day of the Pack Test Please refer to [Example.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Monaro%20RAFT%20Pack%20Test%20May%202016.xlsx)

A [pre pack test briefing](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Monaro%20Pre%20Pack%20Test%20briefing.doc) is also carried out on the day and [warm-up procedures](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Warm-up%20Excersises%20TBA.docx) followed.

The Arduous Fire Fighter program has been scheduled for rollout in 2018 and Pack tests have been scheduled in the 2018 Monaro training calendar. This program is separate to the RAFT aviation pack tests. An EOI will be sent out Autumn to gauge the interest from Members. Please refer to the [Arduous Firefighter Guidelines.pdf](2018%20References/Arduous%20Firefighter%20Guidelines.pdf)

TFT, TFI and TFF are also high risk areas of training, ongoing development of Safe Work Method Statements are continuing for these courses and will be completed in the 2017/18 year.

High risk training for example Fireline Tree Felling TFF and Intermediate Tree Felling TFI will take priority for development. This work will be ongoing as time and budgets permit.

Please refer to [MONARO DISTRICT SAFE WORK METHOD STATEMENT TFF](2018%20References/MONARO%20DISTRICT%20SAFE%20WORK%20METHOD%20STATEMENT%20TFF.docx) example of the Draft TFF SWMS.

All three levels of chainsaw training now have written theory components instead of verbal responses, this ensures that a level of understanding is achieved and recorded as such.

Landholder consent to remove liability from the hosting landholder in the event of an incident is provided in the form of a Training on Private Land Form, this must be signed and in place prior to any work being carried out on any land. Please refer to [Training on Private Land Form](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Training%20Private%20Land..docx).

In Addition to the approval by the landholder a search of the proposed training area is carried out on BRIMS to assess the environmental requirements of Aboriginal and European cultural heritage sites and endangered Flora and Fauna.

Monaro will be offering a Train the trainer workshop for TFT, TFI and TFF instructors in 2018 and onwards. The development of “Instructor Packages” that can be given to the attendees to utilise will be part of this program will take priority in early 2019, although time constraints and workload to date has prevented the fabrication of these packages. Mid Murray has requested assistance for instructor training for TFT in 2019. This training has been scheduled in the training calendar for February 2019.

These packages will contain best practice training aids, Training SWMS PowerPoints, etc. for instructors to utilise within their districts and maintain a standard in reducing the risk of injury to chainsaw operators within the service.

Hazardous tree management has been added to all mainstream qualifications as a topic. A local SOP has been developed for better understanding of hazardous tree management and the requirement for all personnel to identify this risk. Please refer to [Local SOP Hazardous Tree Assessment](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Hazardous%20Tree%20Asessment%20Dec%202015%20Combined%20V1.1.docx)

Further work on improving the safety of TFF and TFI operators is ongoing with the implementation of quality control checks for all Fireline Tree Felling. Please refer to the [SOP Fireline Tree Felling Quality Control Assessments.docx](2018%20References/Local%20SOP/SOP%20Fireline%20Tree%20Felling%20Quality%20Control%20Assessments.docx) [Felling Assessment field sheet original.xlsx](2018%20References/Felling%20Assessment%20field%20sheet%20original.xlsx) [Local SOP\Appendix 2.docx](2018%20References/Local%20SOP/Appendix%202.docx)

Working with Heavy Plant has also been added to all mainstream qualifications and will be updated with training aids as time permits.

FAA training had one of the biggest nominations of all courses. Historically, members were provided this training without the need to have completed the pre-requisites of BF or BFS. Contradictions in some of the training material enabled this to occur. A local SOP was developed to address the perception and communicate the requirement that members must have completed the pre-requisites prior to nominating for FAA. Monaro TAG voted unanimously to hold onto the pre requisite of BF, BFS or BFG. Please refer to the [Local SOP FAA Pre Requisites](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\SOP%20First-Aid%20Pre%20requisites.pdf).

The 2018 District Training Calendar again had only 1 x FAA course scheduled due to a lack of FAA lead instructors. An alternative strategy to enable Brigades to maintain FAA qualification is to outsource the training to an external provider. Details of suitable FAA training providers were sent to all brigades to enable Brigades to manage their own FAA training requirements. This strategy has also extended the limited training capability in the District by allowing training programs to focus on core RFS training courses.

Several brigades took this option in 2017 and the feedback from these brigades were excellent.

FAA nominations have been declining over the last 2 years, whilst entries for external First Aid qualifications have increased. One FAA course has been scheduled for 2019.

MR Licensing fee exemption is still available where a requirement for tanker operators is identified. Members can obtain a fee exemption for the LR or MR RMS computer test and for the practical fee where this test is carried out by the RMS. Members are still required to pay for the upgrade of their plastic licence card. Please refer to the [fee exemption letter example](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\Drew%20Powell%20RMS%20Letter.docx).

During 2017 issues around obtaining Light or Medium Rigid licences for members of Brigades that neighbour and work in Victoria or the Australian Capital Territory arose. A vast majority of these members hold interstate licences and the State or Territory of that licence do not recognise the exemption of licencing fees for licence upgrades for NSW RFS.

A local Sop has been developed to manage this issue with the costs associated with licensing upgrades for approved members to be borne by the L&D budget.  [[License upgrades interstate SOP.](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2018\2018%20References\Local%20SOP\SOP%20Licence%20upgrades%20interstate.docx)](2018%20References/Local%20SOP/SOP%20Licence%20upgrades%20interstate.docx)

Brigade in-house training and the need for more mainstream training to be provided at a brigade level has been discussed frequently by the TAG. Brigade in-house training of most qualifications is allowable providing the instructors have been approved by the Learning and Development officer to carry out the training and the appropriate levels of training and assessment qualifications are held. All trainers or training officers carrying out training including local workshops other than simple drills or appliance familiarisation must be approved by the TAG and the L&D officer. In-house assessment of members is to be avoided wherever possible and a local SOP has been developed and approved by the TAG for this. Please refer to. [Instructor Assessor Validation Process.](2018%20References/SOP%20Instructor%20Assessor%20validation%20process..docx)

Any training utilising the BF skills cards should be recorded on the appropriate recording sheets. Please refer to [BF Skills card summary sheet Monaro.docx](2018%20References/BF%20Skills%20card%20summary%20sheet%20Monaro.docx)

A welcome letter for new members has also been developed, providing information and contacts to new members for training matters. Please refer to the [New membership letter V4 03112017.docx](2018%20References/New%20membership%20letter%20V4%2003112017.docx)

All nominations for courses in 2018 will close 3 weeks prior to the course start to allow for the administration requirements for courses.

Any statement of attainment certificates printed must be done so on the correct security certificate paper. Any Statement of attainments printed must be recorded for audit purposes. A copy of all Statement of Attainments provided to members or others are retained in the L&D office.

During 2017 an issue was identified where new members are given the membership type “operational” prior to being trained or given PPE/C. This issue was taken up with the Membership coordination unit MCU, but nothing has been done to date.

A local SOP has been developed to manage the risk of this admin error. Please refer to  [New members change operational to administration.docx](2018%20References/Local%20SOP/SOP%20New%20members%20change%20operational%20to%20administration.docx)

Live-Fire Training must be approved by the Learning and Development officer and the District Manager. All procedures and requirements within service standard [6.1.5 Live Fire Training](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D001%20Administration\Training%20Plans\2016\Monaro%20DTZ%20Training%20Plan\References\6.1.5%20Live%20Fire%20Training.pdf) must be adhered to.

A total of 21 members on the Monaro have received Live Fire Instructor LFI training in the past 2 years. Most instructors that train in mainstream qualifications have attended the live fire instructor workshops, those that missed out will be trained when there is a need.

All Training Officers and Captains are encouraged to nominate only active members within the brigade and to consider succession planning for future field officers to effectively utilise the District’s limited number of training resources. This strategy will prioritise training to those members that consistently “turn out" and provided the service to the community.

Learning and Development is continuing to investigate ways in to "ground truth" operational members so the limited resourcing of trainers and assessors can be better utilised in up-skilling these members to meet our requirements.

Fire ground SOPs are used as a guide for operations within the Monaro Team. Volunteers have all been made aware that the Fire ground SOPs 1999 are the current version as supplied by the NSW RFS.

Members have also been informed to access the latest versions of the NSW RFS SOPs, OPs, IMPs and OMPs are available on the MyRFS web site.

All Qualified members have access to PPE level 1. PPC/E is not issued to new members until the completion of the BF qualification. This manages the risk of unqualified members attending incidents prior to being qualified. A local SOP has been developed to manage the issuing of PPC, it is also explained to the new members through the new member letter. Please refer to the [SOP Issuing New PPE.docx](SOP%20Issuing%20New%20PPE.docx) and the [New membership letter V4 03112017.docx](New%20membership%20letter%20V4%2003112017.docx) and during BF courses or assessment.

VF Training continues to be rolled out across the Monaro with priority given to members from village or highway brigades. From discussions at the June TAG meeting a local SOP has been developed referring Asbestos Awareness AAW as a co-requisite for VF training. [SOP VF-AAW Co requisites.docx](2018%20References/Local%20SOP/SOP%20VF-AAW%20Co%20requisites.docx)

To improve the safety of Live Fire Instructing and for the safety of participants a commitment to provide the VF training Team with Structural Fire Fighting PPC/E was given in 2017. To facilitate this commitment a spreadsheet was developed to look at existing structural PPC and the required PPC that needed to be ordered to meet this commitment. Please refer to the [Structural PPC for VF instructors.xlsx](2018%20References/Structural%20PPC%20for%20VF%20instructors.xlsx) list and quote for supply  [Structural PPC costs.msg](2018%20References/FW%20%20Structural%20PPC%20costs.msg)

All Qualifications for members are listed on a Google Drive platform for access by duty officers when at home or during operations to assist with the management and make-up of crews. Along with the complete list of member qualifications for the Monaro a contact list for all members is provided and the following specialised list of member qualifications is provided in separate Tabs with qualification expiry dates. Please refer to example [TFF Operators .docx](2018%20References/Appendix%201.docx).

* Current TFF Personnel
* Current aviation Personnel
* Current RART & RAFT Personnel
* Current Plant Supervisors and Plant Managers
* Current Safety Advisors
* Arduous Firefighter Operational Deployment Register

All of these lists are updated pre fire season in October of each year.

Plant Hygiene is another emerging issue for the NSW RFS. With Farm Biosecurity measures for landholders high on their risk management systems.

Monaro RFS has taken steps to help alleviate the transfer of weed seeds and/or soil borne diseases. A draft local SOP has been developed to provide guidance to brigades for best practice principles for plant hygiene.

This local SOP has not been released as yet due to the fact that Snowy Monaro Regional Council weeds section are about to release an SOP of their own which will provide a better understanding of high risk areas and the locations of public wash-down bays for seed and soil removal.

This document when released will be reviewed by Monaro District and will become the basis of the Plant Hygiene best practice guide for brigades. When this Local SOP and procedures are completed, training for brigades will be undertaken.

The Draft SOP can be viewed here. [LSOP Plant Hygiene.](2019%20References/SOP%20Plant%20Hygiene.docx)

**12. Annual Training Action Plan**

[2019 Monaro Training Calendar. PDF](2019%20References/2019%20Monaro%20Training%20Action%20Plan%20.pdf)

**13. Additional information**

Group Officer & Field Officer Upgrades

In 2018 All existing Group Officers and Captains were offered training upgrades to align with current qualification requirements for the positions.

To achieve this, a qualification gap analysis for all group officers and captains was developed and individual plans were put in place to upgrade group officers and Captains.

These plans included recognition of current competencies RCC, recognition of prior learning RPL and face to face theoretical and practical training targeting gaps between older competencies and current competencies.

Group officers spent a total of 5 days training post RCC and RPL with some pre course material completed prior to courses.

Qualifications covered included AF14, CLW14, CLS14, CBD and GL14.

Group officer training coincided at times with the upgrading of Captains to provide mentoring and command structure during practical scenarios.

14 group officers from the 17 currently listed on the Monaro completed the training upgrades. Further opportunities for the remaining 3 group officers will be offered where possible.

Existing Captains were also offered upgrades to align with current position requirements. Gap analysis on existing qualifications was also used to target individuals and RCC and RPL guidelines were used to provide existing Captains with a baseline prior to a 2 day course targeting Crew Leader Supervision qualification.

Qualifications covered included AF14, CLW14 and CLS14.

16 of the 33 current Captains completed the upgrade. An additional 7 Captains currently hold or are progressing through CLS14. This brings the total to 23 from the 33 existing captains. The remaining 10 will be offered training to fulfil the required qualifications for the rank where possible.

The same process will be used to roll out deputy upgrades to CLW14. These upgrades are scheduled in the 2019 training calendar.

Arduous Firefighter Programme

The Arduous Firefighter programme was rolled out in 2018 and expressions of interest were sought from members.

A total of 10 members nominated for the programme with 9 added to the Regional/District Operational Deployment Register. One member could not attend the Arduous Pack Test so is not on the register until a pack test is completed and the member is deemed competent.

As per Operational Guidelines for Arduous Firefighters an operational deployment register is maintained for Monaro. An operational deployment register was also fabricated on the Region South L&D folder located on G Drive with Monaro District ARD FF added.

An EOI for Arduous Firefighters has again been released in December 2018 calling for nominations in 2019. Please see the [EOI for ARD FF](file:///\\SVCOOM-FILE01\LocalData\Staff\Electronic%20Filing\Learning%20and%20Development\L&D000%20Training%20Work%20Plans\Training%20Plans\2019\2019%20References\EOI%20Arduous%20Firefighter%20Programme%202019%20A3%20Version.docx) for additional information pertaining to RART.

During the 7th of August Monaro TAG meeting, the TAG moved a motion to have all future RART and RAFT members taken from the Arduous Firefighter Team if recruitment was required. This motion was accepted unanimously.

A local SOP to will be fabricated in early 2019 to facilitate the deployment of Arduous Firefighters with RAFT where conditions allow. This develops the experiences of Arduous Firefighters and serves as another recruitment tool into the RAFT unit.

Chainsaw Training and Assessment for National Parks and Wildlife.

During 2018 Monaro district was approached by NPWS management to provide training and assessment in TFT, TFI and TFF. As NPWS is part of the executive within the Bushfire Management committee, they can be trained and assessed free of charge and entered into the SAP LSO database as an external learner.

As it was late in the year priority was given to staff that required refresher training prior to fire season.

A total of 7 NPWS staff were assessed for TFT in mid November. Another 4 NPWS staff are requiring TFF recertification prior to Fire Season, they will scheduled for mid December.

NPWS Management has also requested full TFT and TFI courses for 2019. These courses will be run during weekdays and have not been included in the Training Calendar to date.

Statement of Attainments are provided to NPWS headquarters so national units can be recorded on the NPWS system and internal qualifications awarded.

4WD Training for contractors working on Snowy 2.0 Project.

In mid March 2018 the Monaro RFS were approached by the WH&S manager attached to the Snowy 2.0 project after a contractor sustained a near miss accident with a vehicle whilst working onsite.

Monaro L&D carried out specific 4WD training targeting trailer towing in 4WD conditions and vehicle recovery. A total of 20 contractors were trained on the 11th of April 2018. A donation was provided to the TAG from Snowy Hydro for the training.