2015 Statewide Incident Management Training Calendar

EMV EMERGENCY MANAGEMENT VICTORIA

Welcome to the 2015 State Incident Management Training Calendar.

This Calendar offers Level 2 Incident Management courses to members of all agencies including CFA, DELWP, MFB, SES and EMV. The courses are designed to teach the technical skills to undertake certain roles. Following completion of the courses there are agency specific accreditation requirements that must be met in order to become fully accredited in a role.

Nomination Processes

To nominate for a course from this calendar please follow the nomination process for your agency noted below. Nomination forms will not be acknowledged until courses close.

CFA

If you have been identified by your District for any of the following courses you need to complete the IMT Training nomination form and have the form authorised by your District Operations Manager. If you are a staff member you will also require your Functional Manager's approval to nominate.

If you wish to begin development towards any of these roles please check the pre-requisites for each course before discussing your interest with your Group Officer or Line Manager. If they believe that you are suitable for the role they will take your expression of interest forward to the Operations Manager from your District. If they agree to you undertaking the development in the role, you will need to commence training in the course pre-requisites. Use the IMT Training nomination form to nominate for pre-requisites and other courses within this calendar. All nominations must be authorised by your District Operations Manager.

DELWP

Please nominate to Fire Training through your Regional Training and Capability Coordinator or, for SCC roles, through the Resource Support Unit, Fire & Emergency Management Division. See Fire Web/Training for contact details. For further information, email fire.training@delwp.vic.gov.au.

SES

Please nominate for courses through Belinda Marchant, Operations Manager, Manager Regional Operations Readiness, South West Region (Barwon South West), SES South West Office - Hamilton, 38 Fenton Street, Hamilton Vic 3300

Ph: (03) 9256 9600   M: 0418 521 719 fax: (03) 9256 9614 Email: IMT-Training@ses.vic.gov.au

FSC

Please talk to Peter Norman before nominating for a course.

MFB

Please talk to Darren Williams (dwilliams@mfb.vic.gov.au) before nominating for a course.

Course Closure

When courses are closed everyone who has nominated will receive a letter indicating whether they were successful or not successful with regard to their nomination. Those people who were successful will receive joining instructions for the course and an enrolment form. It will be assumed that you are coming to the course unless you let us know otherwise.

Course locations and travel

Courses will run at central locations that are suitable for conducting training programs; this may be an ICC, meeting room or privately owned venue. For most courses a certain amount of travel will be required by participants. We expect people to travel together and car-pool where possible to minimise costs. If possible use an agency vehicle. This must be arranged locally.

All other enquiries

If you wish to discuss any of the information in this calendar please call the IMT Training Coordinator Rachel Zerna on 0429 445 725, Administrative Support Officer, Vikki Hampson 0427 045 134 or email IMT-Training@cfa.vic.gov.au.

Pre-requisites for all courses

All IMT roles have a set of pre-requisites that must be met before someone can nominate for a course. Please check the pre-requisites for each course before nominating. Many of the pre-requisites are offered in this calendar (shown with a green banner). Others may be offered via agencies. In addition the following core capability requirements must be met before someone can begin to train for an IMT role.

Core Capability Requirements

The following minimum core capability requirements are required before an individual can be nominated to begin progression into an incident management role:

Skills

- Literacy, numeracy and communication skills
- Computer skills appropriate to the role
- Analytical and conceptual skills appropriate to the role
- Organisational and decision-making skills as required by the role
- Ability to work with people from a variety of backgrounds
- The ability to learn and apply concepts and principles to actual incidents

Attributes

- Genuine concern for safety and well-being of IMT personnel and responders and the broader community (primacy of life)
- Flexibility and adaptability
- Leadership appropriate to the role

Incident Controller Level 2

Pre-requisites 1. Introduction to AIIMS (or Course in AIIMS). 2. Accreditation, qualification and demonstrated experience as an Operations Officer Level 2 or Planning Officer Level 3.	
Competency	PUAOPE018A Control a Level 2 Incident CFAIMT013 Oversee a Level 2 Incident Trained
Course details	The course is 5 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Sovereign Park Ballarat	Mon 13th Jul to Fri 17th Jul	Day 1: 1145-1730 Day 2-4: 0830-1700 Day 5: 0830-1500	1st Jun	IC-1501
Atura Conference Centre Dandenong	Fri 23rd Oct to Sun 25th Oct Fri 13th Nov to Sun 15th Nov	Day 1: 1800-2200 Day 2: 0830-1730 Day 3: 0830-1530 Day 4: 1800-2215 Day 5: 0830-1700 Day 6: 0830-1300	11th Sep	IC-1502

Operations Officer Level 2

Pre-requisites

1.   Qualification and demonstrated experience as a Sector Commander.

2.   Introduction to AIIMS (or Course in AIIMS).

3.   Must have performed as a Sector Commander.

4.   Must be able to use Fireweb, Microsoft Word, Excel, Internet browser and EM WebMail.

Competency	PUAOPE023A Manage operations for a Level 2 Incident
	BSBRSK401A Identify risk and apply risk management processes
	CFAIMT009 Operations Officer Level 2 Training
Course details	The course is 5 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Gisborne ICC	Mon 17th Aug to Fri 21st Aug	Day 1: 1120-1700 Day 2-4: 0830-1700 Day 5: 0830-1500	6th Jul	OO-1501
Dandenong ICC	Fri 18th Sep to Sun 20th Sep Fri 9th Oct to Sun 11th Oct	Weeknights: 1840-2130 Weekends : 0830-1700 Course finishes at 1500 on the last day	7th Aug	OO-1502

Planning Officer Level 2

Pre-requisites

1. Demonstrated experience as a Situation Officer and attendance at a one-day Situation Officer Overview course or qualification and demonstrated experience as a Situation Officer.

2. Introduction to AIIMS (or Course in AIIMS).

3. Intermediate Bushfire Behaviour.

4. Must be able to use Fireweb, Microsoft Word, Excel, Internet browser and EM WebMail.

Competency	PUAFIR502B Develop incident control strategies
	PUAOPE025A Manage Planning for a Level 2 Incident
	PUAOPE015A Conduct briefings and debriefings
	CFAIMT011 Planning Officer Level 2 Training Completed
Course details	The course is 5 days in duration

Please select one of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Gisborne ICC	Mon 31st Aug to Fri 4th Sep	Day 1: 0915-1715 Day 2-4: 0830-1700 Day 5: 0830-1530	20th Jul	PO-1501
Geelong ICC (SES)	Mon 28th Sep to Fri 2nd Oct	Day 1: 0915-1715 Day 2-4: 0830-1700 Day 5: 0830-1530	17th Aug	PO-1502

Situation Officer Overview course

Course Location	Course Dates		Course Times	Course Closing Date	Course No
Gisborne ICC	Mon 13th Jul		0900—1700	4th May	SOO-1501
Gisborne ICC	Mon 7th Sept		0900-1700	7th Aug	SOO-1502

Situation Officer

Pre-requisites

1.   Introduction to AIIMS (or Course in AIIMS).

For non-operational members

1.   Minimum Skills or Maintain Safety at an Incident Scene (CFA), Basic Wildfire Awareness (DELWP), Maintain Safety at an SES Incident (VicSES) or Wild-fire Awareness (MFB).

2.   Shadow a crew leader on four occasions at a minimum of two events. One event must be a live incident.

Competency	PUACOM003B Manage information
	CFAIMT004 Situation Officer Training
Course details	The course is 4 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Gisborne ICC	Mon 3rd Aug to Fri 7th Aug	Day 1: 1130-1700 Day 2-4: 0830-1700 Day 5: 0830-1400	22nd Jun	SitO-1501

Mapping Officer

Pre-requisites

1. Introduction to AIIMS (or Course in AIIMS).

2. Minimum Skills or Maintain Safety at an Incident Scene (CFA), Basic Wildfire Awareness (DELWP), Maintain Safety at an SES Incident (VicSES) or Wild-fire Awareness (MFB).

Competency	CFAIMT010 Mapping Officer Trained
Course details	The course is 2 days in duration.

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
SCC-R	Tue 4th Aug to Thu 6th Aug	Day 1: 1130-1700 Day 2: 0900-1700 Day 3: 0900-1400	23rd Jun	MO-1501
SCC-R	Tue 8th Sep to Thu 10th Sep	Day 1: 1130-1700 Day 2: 0900-1700 Day 3: 0900-1400	28th Jul	MO-1502

Logistics Officer Level 2

Pre-requisites

1. Introduction to AIIMS (or Course in AIIMS).

2. Agency specific requirements as follows: Minimum Skills or Maintain Safety at an Incident Scene (CFA), Basic Wildfire Awareness (DELWP), Governance of Financial Management (DELWP), Maintain Safety at an SES Incident (VicSES) or Wildfire Awareness (MFB).

3. Experience in one of the following Logistics Unit roles: supply, facilities, catering or ground support or Equivalent Industry experience.

Competency	PUAOPE022A Manage Logistics for a Level 2 Incident
	CFAIMT005 Logistics Officer Trained
Course details	The course is 5 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Quest Knox	Mon 15th Jun to Fri 19th Jun	Day 1: 1200-1800 Day 2-4: 0830-1800 Day 5: 0830-1400	4th May	LO-1501
Geelong	Mon 24th Aug to Fri 28th Aug	Day 1: 1200-1800 Day 2-4: 0830-1800 Day 5: 0830-1400	13th Jul	LO-1502
Mooroolbark	Mon 14th Sep to Fri 18th Sep	Day 1: 1200-1800 Day 2-4: 0830-1800 Day 5: 0830-1400	3rd Aug	LO-1503

Public Information Officer Level 2

Pre-requisites

1. Demonstrated experience and qualifications as a Warning and Advice Officer.

2. Demonstrated experience and qualifications as a Media Officer.

3. Introduction to AIIMS (or Course in AIIMS).

4. Must be able to use OSOM, Telephone Alerting and EM Webmail.

Competency	PUAOPE021A Manage information function at an incident CFAIMT014 Public Information Officer Level 2 Training
Course details	The course is 3 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Ferntree Gully ICC	Tue 11th Aug to Thu 13th Aug	0830-1700	30th Jun	PIO-1501
Gisborne ICC	Fri 23rd Oct to Sun 25th Oct	0830-1700	11th Sep	PIO-1502

Warnings and Advice Officer

Pre-requisites

1.   Introduction to AIIMS (or Course in AIIMS).

2.   CFA Maintain Safety at an Incident Scene or DELWP Basic Wildfire Awareness or SES Maintain Safety at an SES Incident or MFB Wildfire Awareness.

Competency	PUACOM003A Manage information
	CFAIMT006 Warnings and Advice Officer Training
Course details	The course is 3 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
SCC	Thu 2nd Jul, Fri 3rd Jul and Fri 10th Jul	0900-1700	25th May	WA-1503
Gisborne ICC	Fri 31st Jul to Sun 2nd Aug	0830-1700	19th Jun	WA-1501
Shepparton ICC	Tue 10th Nov to Thu 12th Nov	0830-1700	29th Sep	WA-1502

Media Officer / Media Liaison Officer

Pre-requisites

1. Introduction to AIIMS (or Course in AIIMS).

2. Agency specific requirements as follows: Maintain Safety at an Incident Scene (CFA), Basic Wildfire Awareness (DELWP), Maintain Safety at an SES Incident (VicSES).

3. Prior media awareness or relevant experience.

Competency	PUACOM009B Manage media requirements at major incident
	CFAIMT008 Media Officer Training
Course details	The course is 2 days in duration

Please select one of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Gisborne ICC	Tue 26th May to Thu 28th May	Day 1: 1130-1700 Day 2: 0830-1700 Day 3: 0830-1400	14th Apr	MDO-1501
SCC	Tue 23rd Jun to Thu 15th Jun	Day 1: 1130-1700 Day 2: 0830-1700 Day 3: 0830-1400	18th May	MDO-1503
Dandenong ICC	Tue 15th Sep to Thu 17th Sep	Day 1: 1130-1700 Day 2: 0830-1700 Day 3: 0830-1400	4th Aug	MDO-1502

Community Officer / Community Liaison Officer

Pre-requisites

1. Introduction to AIIMS (or Course in AIIMS).

2. CFA Maintain Safety at an Incident Scene or DELWP Basic Wildfire Awareness or SES Maintain Safety at an SES Incident or MFB Wildfire Awareness.

3. Community Engagement, facilitation and/or risk communication skill/experience.

Competency	PUACOM005B Foster a positive organisational image in the community
	CFAIMT016 Community Officer Training

Course details	The course is 2 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Shepparton ICC	Tue 7th Jul to Thu 9th Jul	Day 1: 1130-1700 Day 2: 0830-1700 Day 3: 0830-1400	26th May	CLO-1501
Ferntree Gully ICC	Sat 12th Sep to Sun 13th Sep	0830-1700	31st Jul	CLO-1502

Safety Officer

Pre-requisites

1. Introduction to AIIMS (or Course in AIIMS).

2. Experience in one or more of the following roles with at least 10 full shifts experience—Incident Controller L2, Operations Officer L3, Planning Officer L3.

Competency	PUAOPE026A Provide strategic safety advice at an incident
	CFAIMT003 Safety Officer Training
Course details	The course is 2 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Quest Knox	Tue 14th Jul to Wed 15th Jul	0900-1700	2nd Jun	SO-1501
Bell Tower Ballarat	Tue 13th Oct to Wed 14th Oct	0900-1700	1st Sep	SO-1502

Sector Commander

Pre-requisites	
1. Introduction to AIIMS (or Course in AIIMS).	
2. Demonstrated experience and qualifications as a Strike Team Leader (CFA,MFB)/ L1 Operations Officer (DELWP) or Crew Leader (SES).	
3. Intermediate Bushfire Behaviour.	

Competency	PUAOPE016A Manage a Multi-Team Sector
	PUAFIR415 Supervise machinery use in wildfire operations
	BSBRSK401A Identify risk and apply risk management processes
	CFAIMT007 Sector Commander Trained

Course details	The course is 5 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Colac (Invitation Only)	Wed 10th Jun, Sat 13th Jun, Sun 14th Jun, Sun 28th Jun & Sun 16th Aug	0830-1700 weekends 1930-2200 weeknight	30th Apr	SC-1501
Wangaratta	Sat 1st Aug, Sun 2nd Aug, Sat 15th Aug & Sun 16th Aug	0830-2200 (Saturdays) 0830-1700 (Sundays)	19th Jun	SC-1502
South Morang	Thu 6th Aug, Sat 8th Aug, Sun 9th Aug, Thu 13th Aug, Sat 29th Aug & Sun 30th Aug	1930-2200 weeknight 0900-1700 weekends	25th Jun	SC-1507
Coldstream	Sat 22nd Aug, Tue 1st Sep, Wed 2nd Sep, Tue 8th Sep, Wed 9th Sep, Sat 21st Nov & Sun 22nd Nov	0900-1700 weekends 1900-2200 weeknights	10th Jul	SC-1503

Sector Commander cont

Course details:	This course is 2 days in duration.

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
South East Region (location TBC)	Wed 2nd Sep, Sat 5th Sep, Sun 6th Sep, Sat 19th Sep & Sun 20th Sep	1930-2200 weeknight 0830-1700 weekends	29th Jul	SC-1505
Digby	Thu 5th Nov, Sat 7th Nov, Sun 8th Nov, Sat 21st Nov & Sun 22nd Nov	1930-2200 weeknight 0900-1700 weekends	25th Sep	SC-1504
Ballarat	Dates to be confirmed			SC-1506

Cobaw Staff Rides

The Cobaw bushfire staff ride presents a unique leadership training opportunity to examine the sequence of events, in significant detail, that occurred when a planned burn escaped from the Cobaw State Forest near Woodend, 75 km north of Melbourne in April 2003.

Nominations: Nominations should be made using the normal Incident Management Training Nomination Form

Course details: This course is 1½ days in duration.

Course Location	Dates and times	Course Times	Course Closing Date	Course No
Macedon	Wed 7th Oct to Thu 8th Oct	Wed 1500-1900, Thu 0800-1630	26th Aug	CSR-1501

Linton Staff Rides

The Linton staff ride is a well-established concept that provides an intense learning experience by revisiting the site of an incident to learn lessons for the future. The Linton Staff Ride is based on the 1998 Linton Bushfire. All participants must have a reasonable level of fitness and be capable of participating in all components of the program including an approx. 2.5 km walk during the day on moderate terrain including dirt tracks and bush.

Nominations: Nominations should be made using the normal Incident Management Training Nomination Form

Course details: This course is 2 days in duration.

Course Location	Dates	Course Times	Course Closing Date	Course No
Bell Tower—Ballarat	Fri 7th Aug to Sat 8th Aug	Day 1: 1700-2100, Day 2: 0800-2100 Day 3: 0900 departure	26th Jun	LSR-1501
Bell Tower—Ballarat	Tue 15th Sep to Wed 16th Sep	Day 1: 1700-2100, Day 2: 0800-2100 Day 3: 0900 departure	4th Aug	LSR-1502
Bell Tower—Ballarat	Tue 20th Oct to Wed 21st Oct	Day 1: 1700-2100, Day 2: 0800-2100 Day 3: 0900 departure	8th Sep	LSR-1503

Fire Weather 1

Pre-requisites	
Agency specific requirements as follows: Minimum Skills (CFA), Basic Wildfire Awareness (DELWP), Governance of Financial Management (DELWP), Maintain Safety at an SES Incident (VicSES) or Wildfire Awareness (MFB).	
Competency	SROOPS003 Apply weather information
Course details	The course is 1 day in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
SCC	Tue 9th Jun	0830 –1700	29th Apr	FW1-1501
SCC	Thu 11th Jun	0830 –1700	29th Apr	FW1-1502
SCC	Thu 9th Jul	0830 –1700	9th Jun	FW1-1511
Winchelsea	Sun 19th Jul	0830 –1700	12th Jun	FW1-1503
Ararat	Sun 2nd Aug	0830 –1700	20th Jun	FW1-1504
Ferntree Gully	Tues 8th Sept & Tues 22 Sept	1900-2200	17th Aug	FW1-1512
Plenty	Wed 9th & 16th Sep	1900-2200	29th Jul	FW1-1508
Warrnambool	Sun 20th Sep	0830 –1700	7th Aug	FW1-1505
Caroline Springs	Wed 7th & 14th Oct	1900-2200	26th Aug	FW1-1509
South East Region	Sun 18th Oct	0830 –1700	7th Sep	FW1-1507
Epping	Mon 16th & 23th Nov	1900-2200	5th Oct	FW1-1510

Fire Weather 1—DELWP Courses

The following Fire Weather 1 courses are being conducted by DELWP. If you wish to nominate for these courses please contact fire.training@delwp.vic.gov.au.

Competency	SROOPS003 Apply weather information
Course details	The course is 1 day in duration

Please select **one** of the following courses:

Region	Course Dates	Course Times	Course Closing Date
Grampians	Tue 16th Jun	0830 –1700	9th Jun
Barwon South West	Thu 18th Jun	0830 –1700	11th Jun
Hume	Fri 26th Jun	0830 –1700	19th Jun
Loddon Mallee (Bendigo)	Tue 4th Aug	0830 –1700	28th Jul
Gippsland	Wed 23rd Sep	0830 –1700	16th Sep
Horsham	Wed 30th Sep	0830 –1700	21st Sep

Fire Weather 2

Pre-requisites Fire weather 1 (or equivalent).	
Competency	SROOPS004 Interpret weather conditions in the field
Course details	The course is 2 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
SCC	Tue 18th Aug to Wed 19th Aug	0830-1700	7th Jul	FW2-1501
Gisborne ICC	Tue 15th Sep to Wed 16th Sep	0830-1700	4th Aug	FW2-1502

Intermediate Bushfire Behaviour

Pre-requisites

- Suppress Wildfire (National Unit of Competency) - Crew Leader Wildfire.

- Fire Weather 1 (or equivalent).

- Underpinning skills include:

  - Active role and/or experience in fire line operations in a range of bushfire environments.

  - Demonstrated skills in data analysis and decision making.

- Knowledge and demonstrated experience in topographic map reading and interpretation.

Competency	CFAIMT017 Intermediate Bushfire Behaviour

Course details	The course is 2 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Bell Tower Ballarat	Tue 19th to Thu 21st May	D1: 1100-1700 D2: 0800-1700 D3: 0800-1400	7th Apr	IBB-1501
Gisborne ICC	Tue 23rd Jun to Thu 25th Jun	D1: 1100-1700 D2: 0800-1700 D3: 0800-1400	12th May	IBB-1502
Wangaratta	Sat 4th to Sun 5th Jul	0900-1700	22nd May	IBB-1503
South East Region (location TBC)	Sat 4th to Sun 5th Jul	0900-1700	22nd May	IBB-1509

Intermediate Bushfire Behaviour continued

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Mt Evelyn	Sat 18th Jul to Sun 19th Jul	0900-1700	5th Jun	IBB-1504
Greenvale	Sat 25th Jul to Sun 26h Jul	0900-1700	12th Jun	IBB-1510
Ballarat	Sat 15th Aug to Sun 16th Aug	0900-1700	3rd Jul	IBB-1505
Irrewillipe	Sat 29th Aug to Sun 30th Aug	0900-1700	17th Jul	IBB-1506
Quest Knox	Tue 1st Sep to Thu 3rd Sep	D1: 1100-1700 D2: 0800-1700 D3: 0800-1400	17th Jul	IBB-1507
South Morang	Sat 12th to Sun 13th Sep	0900-1700	3rd Aug	IBB-1511
Digby	Sat 17th Oct to Sun 18th Oct	0900-1700	4th Sep	IBB-1508
Melton	Sat 21st to Sun 22nd Nov	0900-1700	9th Oct	IBB-1512

Incident Leadership

Pre-requisites

1. Intro to AIIMS (or Course in AIIMS).

2. Qualifications or experience in any Level 2 incident management role.

Aims:

To provide IMT members the opportunity to learn & practice leadership skills and techniques required to run effective medium to large sized emerging incidents. The programme centres around a multi-day simulation of the progression of a growing emergency

Course details	The course is 5 days in duration

Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Bangholme	Mon 13th Jul to Fri 17th Jul	Day 1-4: 0830-1730 Day 5: 0700-1400	1st Jun	IL-1501
Eltham	Fri 14th Aug to Sun 16th Aug Fri 28th Aug to Sun 30th Aug	Day 1: 1900-2300 Day 2: 0800-1845 Day 3: 0800-1700 Day 4: 1900-2300 Day 5: 0800-1730 Day 6: 0800-1300	3rd Jul	IL-1502
Dookie	Mon 12th Oct to Fri 16th Oct	Day 1-4: 0830-1730 Day 5: 0700-1400	24th Aug	IL-1503