

2016 State

Incident Management

Training Calendar



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Welcome to the 2016 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.

Online Version

For the latest updates to the calendar view our online version at:

- <https://www.emv.vic.gov.au>. Select the Emergency Management Portal. Select the Desktop tab then login using the EM password. Open EMk Operations then under Contents select Standard folder view, scroll down the list to Training– Exercising, Training-IMT then choose IMT Training (CTPs) and then Welcome to IMT Training.
- CFA's brigades online

Nomination Processes

To nominate for a course from this calendar please follow the nomination process for your agency noted below:

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. If they believe that you are suitable for the role they will take/forward your Expression of Interest to the Operations Officer and then to the Operations Manager from your District. If all parties 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. All nominations must be authorised by your District Operations Manager.

Nomination Processes continued.

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 IMT.training@ses.vic.gov.au .

EMV

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.

Pre-course work

Many courses in the calendar have pre-course work that must be completed before attending a course. Please make sure you are able to commit to this additional work 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 their nomination. Those people who were successful will receive joining instructions for the course and an enrolment form. The person will be asked to return the enrolment form which will indicate their acceptance of the place in the course.

Course locations and travel

Courses will run at central locations that are suitable for conducting training programs; this may be a fire station, ICC, meeting room, community facility 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.

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. In addition the following core capability requirements must be met before nominating:

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

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

Course details The course is 2 days

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Dandenong ICC	Tue 19 th Jul to Thu 21 st Jul	Day 1: 1130-1700 Day 2: 0830-1700 Day 3: 0830-1400	7 Jun	CLO-1601
Shepparton ICC	Sat 10 th Sep to Sun 11 th Sep	0830-1700	29 Jul	CLO-1602

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.

Pre-Course Assignment

This course has a compulsory pre-course assignment that must be completed before attending the course. The pre-course assignment will take 6-8 hours to complete.

Competency PUAOPE018A Control a Level 2 Incident
CFAIMT013—Oversee a Level 2 Incident

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
Geelong CANCELLED	Mon 11th Jul to Fri 15th Jul	Day 1: 1145-1730 Day 2-4: 0830-1700 Day 5: 0830-1500	30 May	IC-1601
Dandenong	Mon 12 th Sep to Fri 16 th Sep	Day 1: 1145-1730 Day 2-4: 0830-1700 Day 5: 0830-1500	1 Aug	IC-1602

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 Wildfire Awareness (MFB).

Competency MACC—Mapping Officer Trained.

Course details The course is 2 days duration.

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
SCC-R	Tue 26 th Jul to Thu 28 th Jul	Day 1: 1130-1700 Day 2: 0900-1700 Day 3: 0900-1400	14 Jun	MO-1601
SCC-R	Tue 6 th Sep to Thu 8 th Sep	Day 1: 1130-1700 Day 2: 0900-1700 Day 3: 0900-1400	26 Jul	MO-1602

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

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
Dandenong ICC	Tue 16 th Aug to Thu 18 th Aug	Day 1: 1130-1700 Day 2: 0830-1700 Day 3: 0830-1400	5 Jul	MDO-1602

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.

Pre-Course Assignment

This course has a compulsory pre-course assignment that must be completed before attending the course. The pre-course assignment will take 6-8 hours to complete.

Competency PUAOPE023A Manage operations for a Level 2 Incident
CFAIMT009 —Operations Officer Level 2

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 CANCELLED	Fri 5th Aug to Sun 7th Aug Fri 26th Aug to Sun 28th Aug	Weeknights: 1840-2130 Weekends: 0830-1700 Course finishes at 1500 on the last day	24 Jun	OO-1601
Seymour ICC	Mon 3 rd Oct to Fri 7 th Oct	Day 1: 1120-1700 Day 2-4: 0830-1700 Day 5: 0830-1500	22 Aug	OO-1602

Planning Officer Level 2

Pre-requisites

1. 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	Pre-Course Assignment This course has a compulsory pre-course assignment that must be completed before attending the course. The pre-course assignment will take approx. 6 hours to complete.
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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
Dandenong ICC	Mon 29 th Aug to Fri 2 nd Sep	Day 1: 0915-1715 Day 2-4: 0830-1700 Day 5: 0830-1530	18 Jul	PO-1601
Shepparton ICC	Fri 14 th Oct to Sun 16 th Oct Fri 4 th Nov to Sun 6 th Nov	Weeknights: 1800-2100 Weekends: 0830-1700 Course finishes at 1500 on the last day	2 Sep	PO-1602

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

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
Gisborne ICC	Tue 30 th Aug to Thu 1 st Sep	0830-1700	19 Jul	PIO-1601
Dandenong ICC	Fri 11 th Nov to Sun 13 th Nov	0830-1700	30 Sep	PIO-1602

Safety Officer Level 2

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 Wildfire Awareness (MFB).

Experience

1. Candidates must have significant experience in an operational role (Crew Leader/IC 1/ Ops 1 as a minimum)
or
1. Significant experience in Occupational Health and Safety and the operational qualifications required to enter the incident/fireground

Pre-Course Assignment

This course has a compulsory pre-course assignment that must be completed before attending the course. The pre-course assignment will take approx. 6 hours to complete.

Competency	PUAOPE026A Provide strategic safety advice at an incident CFAIMT003—Safety Officer
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Course details	The course is 2 days in duration
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Please select **one** of the following courses:

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Shepparton (was Dandenong)	Wed 17 th Aug to Thu 18 th Aug	Day 1 0900-1700 Day 2 0830-1530	6 Jul	SO-1602

Sector Commander

Pre-requisites

1. Introduction to AAIMS (or Course in AAIMS).
2. Demonstrated experience and qualifications as a Strike Team Leader (CFA,MFB)/ L1 Operations Officer (DELWP) and Crew Leader (VicSES).
3. Intermediate Bushfire Behaviour and Supervise Machinery.

Competency PUAOPE016A Manage a Multi-Team Sector
 BSBRSK401A Identify risk and apply risk management processes
 CFAIMT007—Sector Commander

Course details The course is 2 1/2 days in duration

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Huntly Training Ground	Fri 15 th Jul to Sun 17 th Jul—Invitation only	1930-2200 weeknight 0900-1700 weekends	3 Jun	SC-1601
Digby FS	Fri 23 rd Sep to Sun 25 th Sep	1930-2200 weeknight 0900-1700 weekends	12 Aug	SC-1602
Wangaratta Training Ground	Fri 21 st Oct to Sun 23 rd Oct	1930-2200 weeknight 0900-1700 weekends	26 Aug	SC-1603
Warragul FS	Fri 11 th Nov to Sun 13 th Nov	1930-2200 weeknight 0900-1700 weekends	30 Sep	SC-1604
Ballarat	Fri 18 th Nov to Sun 20 th Nov	1930-2200 weeknight 0900-1700 weekends	7 Oct	SC-1605

Situation Officer Course

Pre-requisites

1. Introduction to AIIMS (or Course in AIIMS)
2. Crew leader qualified or Intermediate Bushfire Behaviour and extensive operational experience in fire

Pre-Course Assignment

This course has a compulsory pre-course assignment that must be completed before attending the course. The pre-course assignment will take approx. 6 hours to complete.

Competency PUACOM003B Manage information
CFAIMT004—Situation Officer

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	Fri 29 th Jul to Sun 31 th Jul Fri 19 th Aug to Sun 21 st Aug	Weeknights: 1800-2100 Weekends: 0830-1700 Course finishes at 1500	17 Jun	SitO-1601
Dandenong ICC	Mon 5 th Sep to Fri 9 th Sep	Day 1: 1130-1700 Day 2-4: 0830-1700 Day 5: 0830-1400	25 Jul	SitO-1602

Supervise Machinery and Coordinate Aircraft Operations

Pre-requisites

1. Demonstrated experience and qualifications as a Strike Team Leader (CFA,MFB)/ L1 Operations Officer (DELWP) and Crew Leader (VicSES).
2. Intermediate Bushfire Behaviour.

Competency	CFA464	Coordinate aircraft operations on the fireground
	PUAFIR415	Supervise machinery use in wildfire operations

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
Wangaratta Training Ground	Sat 13th Aug to Sun 14th Aug CANCELLED	0900-1700	1 Jul	SM-1602
Darley Colac	Sat 10 th Sep to Sun 11 th Sep	0900-1700	29 Jul	SM-1603
Echuca FS	Sat 15 th Oct to Sun 16 th Oct	0900-1700	2 Sep	SM-1604
Briagolong FS	Sat 22 nd Oct to Sun 23 rd Oct	0900-1700	9 Sep	SM-1605
Ballarat	Sat 22 nd Oct to Sun 23 rd Oct	0900-1700	9 Sep	SM-1606

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 VicSES Maintain Safety at an SES Incident or MFB Wildfire Awareness

Competency PUACOM003B Manage information
CFAIMT006—Warnings and Advice Officer

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
Shepparton ICC	Fri 5th Aug to Sun 7th Aug CANCELLED	0830-1700	24 Jun	WA-1602
Gisborne ICC	Tue 11 th Oct to Thu 13 th Oct	0830-1700	30 Aug	WA-1603

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).

This course has approx. 2 hours of pre-reading.

Competency CFA02501 Fire Weather 1

Course details The course is 1½ days duration

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Ballarat	Sat 16 th Jul to Sun 17 th Jul	D1: 1200-1700 D2: 0830-1700	3 Jun	FW1-1605
VEMTC– Bangholme campus	Sat 16 th Jul to Sun 17 th Jul	D1: 1200-1700 D2: 0830-1700	3 Jun	FW1-1606
Grampians (DELWP) CANCELLED	Mon 18 th Jul to Tue 19 th Jul	D1: 1200-1700 D2: 0830-1700	6 Jun	FW1-1607
Echuca FS CANCELLED	Sat 30 th Jul to Sun 31 st Jul	D1: 1200-1700 D2: 0830-1700	17 Jun	FW1-1608
Loddon Mallee (DELWP) at Mildura	Tue 9 th Aug to Wed 10 th Aug	D1: 1200-1700 D2: 0830-1700	28 Jun	FW1-1609

Fire Weather 1 continued

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 CFA02501 Fire Weather 1

Course details The course is 1½ days duration

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Barwon SW (DELWP) at Warrnambool	Tue 23 rd Aug to Wed 24 th Aug	D1: 1200-1700 D2: 0830-1700	12 Jul	FW1-1610
Gippsland (DELWP) at Bairnsdale	Tue 10 th Oct to Wed 11 th Oct (dates changed)	D1: 1200-1700 D2: 0830-1700	23 Aug	FW1-1611

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

Pre-Course Assignment

This course has a compulsory pre-course assignment that must be completed before attending the course. The pre-course assignment will take 2 hours to complete.

Competency CFAIMT017—Intermediate Bushfire Behaviour

Course details The course is two (2) consecutive days duration

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Alexandra (DELWP)	Tue 12 th Jul to Thu 14 th Jul	D1: 1100-1700 D2: 0800-1700 D3: 0800-1400	31 May	IBB-1602
Wangaratta Training Ground CANCELLED	Sat 23rd Jul to Sun 24th Jul	Weeknight: 1800-2100 Weekend: 0830-1700	10 Jun	IBB-1603

Intermediate Bushfire Behaviour continued

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

Course Location	Course Dates	Course Times	Course Closing Date	Course No
Quality Inn Knox	Tue 9 th Aug to Thu 11 th Aug	D1: 1100-1700 D2: 0800-1700 D3: 0800-1400	28 Jun	IBB-1604
Digby FS CANCELLED	Sat 20th Aug to Sun 21st Aug	Weekend: 0830-1700	8 Jul	IBB-1605
Ballarat	Tue 30 th Aug to Thu 1 st Sep	D1: 1100-1700 D2: 0800-1700 D3: 0800-1400	19 Jul	IBB-1606
Ballarat	Sat 10 th Sep to Sun 11 th Sep	Weekend: 0830-1700	29 Jul	IBB-1607
VEMTC—West Sale	Sat 10 th Sep to Sun 11 th Sep	Weekend: 0830-1700	29 Jul	IBB-1608
Melton FS	Sat 15 th Oct to Sun 16 th Oct	Weekend: 0830-1700	2 Sept	IBB-1609

Introduction to Logistics

Pre-requisites

There are no formal pre-requisites required of participants wanting to complete this course.

Aims:

To provide an introductory understanding of the Logistics Section of an IMT including the Units within the section as well as the key relationships, systems, processes and tools that are used in the section.

Pre-Course Assignment

This course has a compulsory pre-course eLearning assignment that must be completed before attending the course. The pre-course assignment will take 90 minutes to complete.

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
Bairnsdale	Wed 20 th Jul	0900-1700	8 Jun	IntL-1602
Ballarat	Sat 20 th Aug	0900-1700	9 Jul	IntL-1603
Benalla	Thu 15 th Sep	0900-1700	4 Aug	IntL-1604
Warrnambool	Sat 5 th Nov	0900-1700	24 Sep	IntL-1605

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

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

Course Location	Dates	Times	Course Closing Date	Course No
Bell Tower Ballarat	Tue 9 th Aug to Wed 10 th Aug	D1: 1700-2100, D2: 0800-2100, D3: 0900 departure	24 Jun	LSR-1601
Bell Tower Ballarat	Tue 13 th Sep to Wed 14 th Sep	D1: 1700-2100, D2: 0800-2100, D3: 0900 departure	2 Aug	LSR-1602
Bell Tower Ballarat	Fri 21 st Oct to Sat 22 nd Oct	D1: 1700-2100, D2: 0800-2100, D3: 0900 departure	9 Sep	LSR-1603

Contact Details

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