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7 May 2018

Brody

By email: [fyi-request-7578-dcd69e0c@requests.fyi.org.nz](mailto:fyi-request-7578-dcd69e0c@requests.fyi.org.nz)

Dear Brody

**Information Request – Senior Rank Handbooks**

I refer to your official information request dated 9 April 2018 regarding Senior Rank Handbooks.

As Fire and Emergency does not have “handbooks” your request has been interpreted to mean the job descriptions of the roles as these outline the responsibilities of the senior ranks. The way in which Fire and Emergency determines requirements for each role is through a series of training requirements, operational procedures and other documents that must be adhered to (such as the Code of Conduct).

Fire and Emergency does not hold job descriptions for Firefighter – Qualified Firefighter as the pre-requisite for these positions is the completion of the required training.

I enclose the job descriptions for Senior Firefighter – Senior Station Officer as requested under the Official Information Act.

Please advise if you have any further questions regarding the role requirements for firefighters.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Leigh Deuchars'.

Leigh Deuchars  
Director, Office of the Chief Executive

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