

PROTOCOL TO GOVERN THE RELATIONSHIP BETWEEN VOLUNTEER AND YELLOW WATCH CAREER FIREFIGHTERS AT SILVERDALE STATION

INTRODUCTION

Strong and functional relationships between the parties serving on the Silverdale station are critical to ensure an operationally efficient, as well as a harmonious and safe work environment. This protocol outlines the cooperation required to ensure that relationships are maintained in an appropriate fashion. This protocol will remain valid whilst the yellow watch crew remain in place and while Silverdale remains a separate fire district. If district amalgamation takes place, the philosophies and practices reflected in this document will remain whilst yellow watch remain in place.

Current Structure

The Silverdale urban fire district and the brigade that protects it, is a separate entity under the statutory leadership of the Volunteer Chief Fire Officer. Accordingly, the volunteer fire brigade members function under the CFO's leadership and report direct to him.

Due to work load in Silverdale fire district, yellow watch career staff who report direct to the CFO of the North Shore fire district provide service during the week days working from Silverdale station.

These diverse reporting lines create difficulties in resolving any issues that may exist between the two separate working groups.

Additional Management Structure

To provide reporting lines that ensure authority over both parties on this station which will enable the resolution of any conflict between the two separate parties, the Fire Region Manager has appointed the DCFO of North Shore fire district as the co-DCFO of Silverdale fire district as well. This provides the avenue for both work groups to report issues that involve the other and indicates an expectation that this officer can provide a resolution that will bind both parties.

In the interim, the yellow watch OIC will carry the rank of Senior Station Officer and will have both the delegated responsibility for functions within the Silverdale district and jurisdiction on behalf of the Chief Fire Officer for operational matters occurring within the district whilst on duty. For incidents that fall outside of the Silverdale Fire District, that have a response from Silverdale and other Brigades, but fall within the first response zones of the Silverdale Brigade, (in the Rural Fire Authority District) the yellow watch Officer has the delegated authority to take charge of NZFS operations.

Working Focus and Conflict Resolution

The primary focus of all personnel shall be to work for the benefit of the community and to promote an operationally efficient as well as a harmonious and safe working relationship between all staff. To that end, the career DCFO who is providing the unified management for both working groups will, in consultation with both the Silverdale and North Shore District Chief Fire Officers define, for all individuals in each group the acceptable behaviours to be applied whilst on station, while on any fire service related business, or, on any incident ground they may attend. The acceptable behaviour is not negotiable and is to be applied as provided for in the section entitled 'conduct' below.

Matters causing concern that are unable to be immediately resolved at a personnel level should be reported to the Officer in Charge (OIC) of the respective group. The OIC should then endeavour to initially resolve the matter with the OIC of any other party involved. In the event of an unsuccessful resolution, the matter is to be formally reported to the career Deputy Chief Fire Officer (DCFO) who has authority with both volunteer and career personnel. In this way, a clear understanding of the matter will be documented with a clear direction for the resolution of the matter stated which will be communicated to all parties concerned.

In the event resolution is not able to be achieved at this level, the matter is to be reported to the Fire Region Manager for a final decision.

CONDUCT

Career Staff

Career staff are expected to comply with the Standards of Conduct as laid out in New Zealand Fire Service Policy POLHR1.7

Volunteer Staff

Volunteer Staff are expected to comply with the requirements of the Model Rules of Association which refers to the Standards of Conduct and accordingly POLHR1.7 applies.

MANAGEMENT OF MISCONDUCT

Career or Volunteer firefighters who do not conform to the standards required by the Standards of Conduct or Model Rules will be subject to disciplinary procedures, under either the Managing Misconduct Policy or Model Rules as the case may be.

PUBLIC STATEMENTS

No public statements will be made to the news media on any matter connected with any fire, incident, or matters concerning the New Zealand Fire Service without the permission of the respective Chief Fire Officer's, the Incident Commander or any other person approved by them to give such permission. Any statement so provided must comply with policy POLCM1.1 Media and/or any operational instruction issued by the National Commander.

PRIVACY

Career and Volunteer firefighters must comply with the provisions of the Privacy Act 1993.

NZFS POLICY AND NORTH SHORE / SILVERDALE STANDING ORDERS

NZFS national and regional policies where they relate to the operation of fire districts and those staff that serve within those districts must be complied with.

Both North Shore fire district and Silverdale fire brigade have standing orders relating to the daily functions of those staffing stations in the respective districts. These orders contain provisions that both the volunteer brigade and yellow watch staff to adhere to. These orders are authorised by the CFO's of each working group.

STATION OPERATIONS

The Silverdale Volunteer Fire Brigade and the Yellow Watch crew will share the responsibility of staffing the station to ensure a guaranteed emergency response capability in the district,

At night, public holidays and weekends coverage will be maintained by the volunteer brigade.

Yellow watch hours shall be as per the collective employment agreement for career firefighters

Duty OIC's are to ensure all shift and crew changes are reported in SMS.

The chain of command within the crew should be used for day to day enquiries, with matters for resolution being effectively handled by the OIC of the crew.

OPERATIONAL READINESS

Appliances are to be kept in an operational condition. The CFO, or, DCFO of their respective group is to be notified when a vehicle is unable to be restored to operational readiness. In all cases, the CFO of Silverdale is to be notified as well.

Appliances and operational equipment shall be checked at the beginning of each shift and any changes to inventory items occurring during the shift or as a result of a call shall be reported in the handover book thus informing the on-coming crew of any discrepancies in the inventory and the action taken to ensure it is returned to an operational condition. Note: the Yellow Watch crew are responsible for ensuring the daily checks and the standard test are completed on the Silverdale 907 appliance only during their tour of duty

The OIC shall sign the vehicle and equipment check sheets on completion of all the checks. BA1 sheets will be completed by wearers at the start of each shift, or, when BA sets are used or cylinders replaced.

Standard tests shall be conducted on all operational equipment in accordance with the Operational Requirements Manual. The CFO of the Silverdale Brigade is responsible to ensure that the appropriate checks and standard tests are completed on all other appliances (including 907 when yellow watch crew are not rostered on duty). Any deficiencies noted by either the yellow watch or volunteer crew are to be immediately brought to the attention of their respective CFO/DCFO. In all cases, the CFO of Silverdale fire district is to be notified of any deficiency that affects operational readiness.

The Yellow watch duty crew and the Silverdale Volunteer crews are responsible for ensuring all operational equipment is in a clean and operational condition at the handover of responsibility.

All Volunteer members will be issued with pagers that are the responsibility of the member.

One pager is also provided for each Career firefighter position and these pagers are the responsibility of the Yellow Watch Officer.

OPERATIONAL CAPABILITY

Due to the response distance from other fire districts and the nature and demand of the Hibiscus Coast, Silverdale Volunteer brigade is classified as a variant 1 brigade with the highest level of operational requirements. The brigade must concentrate on maintaining that skill level and ensuring the appropriate skills are available for operational response. In the event of being 'short-crewed' (i.e. in terms of crew numbers, or, PRT skills) the responding

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officer must communicate this immediately to FireCom in accordance with section AC.1 – reduced crews of the Operational Management Manual to ensure support appliances are responded from the next nearest station. This then ensures appropriate response to the public and support of Firefighter safety. This direction applies equally to the Officers of Manly station. Failure to comply may result in disciplinary action. .

Yellow watch and the volunteer brigade must maintain PRT skill level of the responding crew to ensure compliance with regional policy.

COMMUNICATIONS BETWEEN GROUPS

To ensure cooperative use of the station and smooth transition of responsibility from yellow watch to volunteer operation, the CFO of Silverdale fire district together with career DCFO will provide a hand-over book in which all matters which require the knowledge, or, action of the other work group are to be logged on a daily basis. Any new entries in this log must be signed off by the yellow watch Officer at the start of each shift, with a clear indication of the action taken to rectify the matter. The same process applies to the OIC of the volunteer crew when deficiencies are noted. The CFO of Silverdale Brigade must also regularly review the entries in the log and sign it off in the same manner as for the yellow watch officer above.

VISITORS TO THE STATION

All visitors to the station are to report to the OIC.

Staff bringing visitors to the station are responsible for their behaviour and for their health and safety whilst on station. No unauthorised persons shall be allowed on station property. Volunteer firefighters visiting the station during Yellow Watch duty hours, or, yellow watch visiting the station after their normal hours of work shall identify themselves to the OIC on entry to the station and be there for valid NZFS or brigade (AC recommends deletion of brigade) reasons.

STATION FACILITIES/ CLEANING DUTIES

All facilities are to be left in a clean and tidy condition after use by each group with toilets and kitchen particularly left in a clean and tidy condition after use and at the end of each shift or use of the station. The station showers and laundry are for the use of staff after incidents and duty staff while on routine duty.

Duty crews are to complete cleaning duties as per the brigade cleaning schedule. The CFO/DCFO's are required to review this schedule to ensure that responsibility for areas of the Station are clearly designated. Cleaning duties are in addition to appliance and equipment checks.

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Damage to property shall be immediately reported to the OIC and a written report sent to the CFO, DCFO of their respective group where repair/replacement is required. In all cases, CFO of SD is to be advised

SMOKING

In keeping with the NZFS Smoke Free policy all internal building areas and appliances are to be smoke free environments.

SECURITY

Silverdale Station is to be kept secure as far as is practical at all times. At the completion of yellow watch duty shift a security check is to be completed and volunteer brigade members are to complete the same procedure in accordance the brigade standing orders.

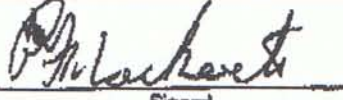
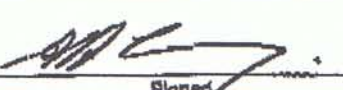

PERSONAL BELONGINGS

Staff are responsible for the security and safety of their personal belongings and if personal belongings are left unattended, they should be placed in personal lockers, or, gear spaces.

There is to be no interference with the property of others. Any such interference will be treated as serious misconduct, will be investigated and may lead to disciplinary action.

SOCIAL ACTIVITIES/BAR FACILITIES

Any sale of liquor will be in accordance with the rules laid down by the NZ Fire Service Commission and brigade orders. No social activity is to infringe upon the valid functions of the other working group during their tours of duty, or, affect the operational efficiency of the station or the brigade - the bar will not operate during yellow watch hours of duty. In this case, the Canteen rules for Silverdale station apply. .

 Signed	Chief Fire Officer Silverdale Volunteer Fire Brigade	17-01-2008 Date
 Signed	Vice President NZPFU	21/01/2008 Date
 Signed	Chief Fire Officer North Shore Fire District	17-01-2008 Date