



WHAKARATONGA IWI

FIRE
EMERGENCY

NEW ZEALAND

WELLINGTON VOLUNTEER FIRE SERVICE SUPPORT UNIT



118TH ANNUAL REPORT

for the year ended 30th June 2017



REPORT FROM THE OIC



I am pleased to present this 118th Annual Report for the year ended 30th June 2017.

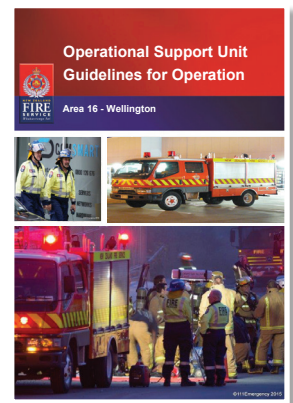
This was a year of great change and reorganisation which presented our Brigade with a number of challenges.

At our last AGM, after nine years of service in the position, SSO Brian Arons stepped down as our Officer in Charge, I was promoted to SSO and appointed as the new Officer in Charge.

We were very lucky to have a passionate base of skilled Members who embraced this change. They have been invaluable in planning a clear path toward a strong and effective Brigade. A special thanks to SO Brian Arons, who has kindly stayed on to provide me with guidance and vital operational capacity.

GUIDELINES OF OPERATION

After a great deal of collaboration with Area 16 Management a new Guidelines of Operation were developed and adopted by the Brigade. This has been a crucial document to define our role, refocus our resources and plan for the future. The Guidelines are attached to this Annual Report for your information.



OUR TEAM

MEMBERSHIP 2016-17

Members at 1 July 2016:	15
Members Resigned:	6
New Members:	3
Members at 30 June 2017:	12

RECRUITMENT

Due to a high number of resignations this year, one of our highest priorities was recruitment. FF Catherine Patmore and I developed a recruitment strategy, utilising multiple networks, including Volunteer Wellington, social media (Facebook, Neighbourly, Instagram and LinkedIn), community events and advertising. This has been very successful resulting in three new recruits and many more applicants for the 2017-18 year.

MANAGEMENT

The Management Committee meets as and when necessary to discuss matters pertaining to the smooth running of the Brigade. Fire and Emergency New Zealand has upgraded our computer system and provided the cloud-based document sharing system, Office 365, enabling the Management Committee to collaborate from any location and increasing efficiencies.

Six business meetings were held during the year enabling all Members to have a voice and help to shape the Brigade.

THE MANAGEMENT COMMITTEE

Officer in Charge/Chair:	SSO Jono Ashman
Deputy:	SO Philip Harris
Secretary:	FF Norm Kelly
Treasurer:	FF Norm Kelly
Firefighter Representative:	FF Catherine Patmore

FIRE AND EMERGENCY NEW ZEALAND

A great deal of work was done by the transition team leading up to the change to Fire and Emergency New Zealand. We were offered a wealth of resources, information and support which placed us in good stead to welcome in the new legislation and begin our integration on 1 July 2017. We are very encouraged by the emphasis the new legislation has given to volunteers and we look forward to growing as part of Fire and Emergency New Zealand.

SAFETY, HEALTH AND WELLBEING

There has been considerable emphasis on Safety, Health and Wellbeing. Fire and Emergency New Zealand has increased our access to resources and streamlined processes to help keep our Members safe. We now hold monthly Safety, Health and Wellbeing meetings allowing our concerns and recommendations to be heard by National, Regional and Area Management. Thankfully we have not had any serious injuries or incidents during this period.

EQUIPMENT

In general, the equipment we have is performing well. However, in light of the new Guidelines of Operation, we identified a range of areas that could be enhanced. The Management Committee began researching and developing business plans for equipment to support scene lighting, crew rehabilitation, traffic management and evacuation support. Once completed these will be presented to Area 16 in the new year for consideration.



SALVAGE

One area that we are very well resourced is salvage. With the addition of a brand new high volume, low pressure pump alongside our existing tools and waterway equipment, we are able to tackle a wide variety of salvage tasks.

EMBRACING NEW TECHNOLOGY

During the year we have initiated the use of multiple new technologies including:

Slack – a smartphone app that allows Members to communicate directly within a dedicated channel, streamlining our response time.

Page to TXT – this system sends all pager messages to Members' phones as text messages, increasing legibility and allowing Members to receive alerts even if they are out of pager coverage.

IGC Radios – the addition of four new IGC Radios has given us the use of a dedicated Operational Support channel enabling crews to communicate more efficiently with increased range and battery life.

OUR LIFE MEMBERS

We are very fortunate to have Life Members who offer us great wisdom and are always willing to share a story, or two, or three...

It is very important to the Brigade that this relationship is maintained. To ensure this, SO Brian Arons has helped to establish and undertake the new role of 'Life Member Liaison'. This role requires regular contact with our Life Members, organising social events, offering help when needed and reporting back to the Brigade at each of our meetings.

REMEMBERING MALCOLM FRANCIS

Sadly, during this year, one of our Life Members, Malcolm Francis, passed away. Malcolm was a Senior Lieutenant and served as Brigade Secretary from 1960-1978. Our thoughts are with his wife Annette and their family. He will be missed but always remembered fondly.

OUR LIFE MEMBERS INCLUDE:

Roger Bullock (Patron)	Barry Lanauze	Chris Raine
Annette Francis	Sandy Lawson J.P.	Brian Roban
Alan Heppleston	Ron Lennon	John Wilson
Barry Jones	Bill Murdoch	

INCIDENT CALLS

During this year there were 70 incident calls, 32 of which were 2nd alarms. These resulted in a total of 302 hours being recorded by Members.

80 hours were spent at long duration events at various locations in the aftermath of November's Kaikoura earthquake. Members performed extremely well during this event and I was humbled by the amount of additional time they all provided to protect our community.

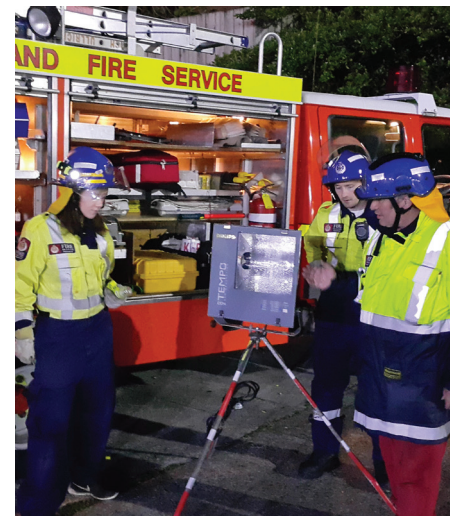
Our role has primarily been split between Non-Fire Salvage and Traffic Management. This marks a departure from previous years where traditional salvage has been our main activity.

TRAINING MUSTERS

The Brigade held 30 training musters during the year to hone our skills. SO Phil Harris and I have worked to streamline the new recruits' training programme so they can become operational as soon as possible while ensuring they have all the critical skills required at an incident.

Each new recruit is booked into the Operational Support two-day training course which offers a comprehensive introduction to the skills we require.

We also developed training exercises that add a variety of challenges and better reflect our required duties. These include joint drills with operational brigades and off-site exercises around the region.



SOCIAL ACTIVITIES

It is important that the Brigade maintains strong social bonds outside of training and deployment. Thank you to SFF Jane Stevens for organising a number of social events during the year which were enjoyed by all.

SAFETY AWARENESS



A vital part of our role is to educate our neighbours in fire safety. We held two events, one at Bunnings Lyall Bay and the other at Miramar Central School's Food Fair to promote the use of smoke alarms and household fire safety. These events are also an excellent opportunity to raise our profile, fund-raise and recruit new members.

UFBA CONFERENCE

The UFBA's 138th Annual Conference, held at the Air Force Museum of New Zealand in Christchurch, was attended by myself as Delegate accompanied by FF Catherine Patmore as our observer. We take pride in attending and contributing to the conference and it was an excellent opportunity to form relationships with fellow Brigades.

UFBA SERVICE HONOURS

In recognition of Brigade Members' service and their commitment, the UFBA awards service honours. This year we have one recipient of an UFBA service honour which will be presented at our 118th AGM:

FF NORM KELLY

to receive the

3 YEAR CERTIFICATE

Congratulations and thank you for your commitment to Fire and Emergency New Zealand, our Brigade and the wider community.

LES HALL MEMORIAL TROPHY



This trophy commemorates the devotion and service provided by the late Les Hall QSM (Captain and Officer in Charge), who served 30 years with our Brigade. All current Members nominate a fellow Member that they feel has performed to a high standard and embodies the dedication and discipline shown by Les Hall QSM.

The Member with the most nominations will be presented with this trophy at our 118th AGM.

ATTENDANCE TROPHY

This coveted cup is awarded to the Member who has attended the most incidents during the year and reflects their dedication to our community.

This year's recipient will be announced at our 118th AGM.



PROMOTIONS

In recognition of attendance, service and skills I am pleased to promote these Members to the following ranks at our 118th AGM:

QFF STEVEN SAMARAS
FF CATHERINE PATMORE
FF NORM KELLY

promoted to the rank
promoted to the rank
promoted to the rank

SENIOR FIREFIGHTER
QUALIFIED FIREFIGHTER
QUALIFIED FIREFIGHTER

A SPECIAL THANKS

I have been very fortunate to have had the support of many skilled and passionate people.

I'd like to give a special thanks to:

- My Deputy, **SO Phil Harris**,
- **SO Brian Arons** for staying on and offering sage advice,
- Our Management Committee, **SO Phil Harris**, **FF Norm Kelly** and **FF Catherine Patmore**,
- Our VSO, **Rachael Leighton** who has always made herself available, and
- Region 3 and Area 16 Management, especially **RM Bruce Stubbs**, **AM Dave Key**, **AAM Michael Dombroski** and **AAM Gareth Hughes** alongside the Business Support team, **Coral Savage** and **Nita Patel**.

Thank you,

A handwritten signature in black ink.

SSO Jono Ashman

OIC Wellington Volunteer Fire Service Support Unit



FIRE
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WELLINGTON VOLUNTEER FIRE SERVICE SUPPORT UNIT

FINANCIAL STATEMENT

Statement of Receipts and Payments for the period 1 July 2016 to 30 June 2017.

GENERAL ACCOUNTS (00)

INCOME			EXPENDITURE		
2016		2017	2016		2017
\$ 2,968	Opening balance	\$ 4,438	\$ 639	UFBA Service Honours	\$ 664
\$ 9,480	Fire Service Grant	\$ 10,161	\$ 150	UFBA Conference	\$ 926
\$ 7	Interest	\$ 12	\$ 138	AGM Expenses	\$ 247
\$ 500	Fundraising	\$ 400	\$ 2,467	Social Expenses	\$ 1,966
\$ -	Transfer from Social Account (001)	\$ 5,137	\$ 40	Provincial and Sub Association Expenses Equipment	\$ 181
			\$ 65	Equipment	\$ -
			\$ 61	Gifts	\$ 405
			\$ 507	Unit Administration	\$ 539
			\$ -	Fundraising Expenses	\$ -
			\$ 3,000	Transfers to Term Deposit	\$ 10,000
			\$ -	Transfers to Equipment Account	\$ -
			\$ 1,450	Executive Expenses	\$ 1,450
			\$ 4,438	Closing Balance	\$ 3,770
\$ 12,955		\$ 20,148	\$ 12,955		\$ 20,148

SPECIAL PURPOSES ACCOUNT (097)

RECEIPTS			PAYMENTS		
2016		2017	2016		2017
\$ 288	Opening Balance	\$ 292	\$ 292	Closing Balance	\$ 294
\$ 4	Bank Interest	\$ 2			
\$ 292		\$ 294	\$ 292		\$ 294

EQUIPMENT AND TRAINING ACCOUNT (003)

RECEIPTS			PAYMENTS		
2016		2017	2016		2017
\$ 5,575	Opening Balance	\$ 1,527	\$ 5,000	Withdrawal for Interim Legal Fees	\$ -
\$ 940	Fundraising	\$ -	\$ 1,527	Closing Balance	\$ 6,531
\$ -	Reimburse unused legal fees	\$ 5,000			
\$ 12	Interest	\$ 4			
\$ 6,527		\$ 6,531	\$ 6,527		\$ 6,531

SOCIAL ACCOUNT (001)

RECEIPTS		PAYMENTS	
2016	2017	2016	2017
\$ 5035	Opening Balance	\$ 5,117	Closing Balance
\$ 82	Interest	-	Transfer to General Account (00)
\$ 5,117	\$ 5,137	\$ 5,117	\$ -

TERM DEPOSIT (004)

RECEIPTS		PAYMENTS	
2016	2017	2016	2017
\$ 12,022	Opening Balance	\$ 15,850	Closing Balance
\$ 828	Interest		
\$ 3,000	Transfer from General Account (00)		
\$ 15,850	\$ 16,404	\$ 15,850	\$ 16,404

TERM DEPOSIT (005)

RECEIPTS		PAYMENTS	
2016	2017	2016	2017
\$ 5,205	Opening Balance	\$ 5,429	Closing Balance
\$ 224	Interest		
\$ 5,429	\$ 5,614	\$ 5,429	\$ 5,614

TERM DEPOSIT (006)

RECEIPTS		PAYMENTS	
2016	2017	2016	2017
\$ -	Opening Balance	\$ -	Closing Balance
\$ -	Transfer from General Account (00)		
\$ -	\$ 10,000	\$ -	\$ 10,000

I have examined the Books, Accounts and Vouchers of the Wellington Fire Support Unit for the 12 month period, 1 July 2016 to 30 June 2017, and in my opinion the statements and payments for the General, Special Purposes, Equipment, Social Accounts and both Term Deposits as presented are a true and fair record of the transactions that have taken place during the period.



R C Bullock
Examiner of the books
11 October 2017

Operational Support Unit Guidelines for Operation



Area 16 - Wellington





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Section 1 - Introduction

This document is to provide guidelines for the operation of the Wellington Operational Support Unit and is promulgated in accordance with NZFS Policy N3-2 - Support Personnel. It has the status of an Area Procedure and is issued by the Area Commander, Area 16 Wellington.

Its purpose is to describe the roles, duties, functions, reporting lines and management structure of Wellington Operational Support as well as to provide direction for personnel establishment, training and PPE requirements.

Section 2 – Service Level Guidelines

The Wellington Operational Support Unit was formed in 1899 and has a proud record of service within the city of Wellington. The unit is a "stand alone" unit attached to the Wellington Fire Area and operates under the National Operational Functions Policy N3 Roles and Functions.

The Area Commander is required to determine the Unit's membership, roles, duties and functions as well as provide support and advice to the OIC of the Unit in order to maintain the agreed level of service.

Membership

Establishment (refer Volunteer Dashboard)

The Wellington Operational Support Unit has an establishment of 25 when at full strength.

- 1 x SSO (OIC of Unit). (20% of total membership or total establishment will be officers)
- 3 x SO's – One of which will be designated as the 2IC of the unit.
- 22 Operational Support Personnel (40% of support membership will hold driver qualifications)

Recruitment

Recruitment will be in accordance with the NZFS recruitment policy, which includes the application process and security and medical screening in accordance with NZFS Operational Support entry requirements. In addition applicants will be required to undergo an interview with the OIC of the Unit to determine suitability. An Area Executive Officer may also attend selection interviews if requested.

Management

Unit Management

The unit will operate as a "brigade" in accordance with the UFBA model Rules of Association and be managed within by the OIC and the unit's management committee. The unit will have a management committee consisting of:

- The OIC and 2IC of the unit
- 2 elected members
- The secretary
- The treasurer (or combination secretary/treasurer role if elected)

Reporting Lines

- Members of the Unit report to the OIC of the Unit for all matters.
- The OIC of the Unit reports directly to the Assistant Area Commander with the responsibility for Volunteer Staff.
- The Volunteer Support Officer may provide advice and support to the unit and advise the AAC responsible for the unit on any emerging issues.

Section 3 - Roles, Duties and Functions

In accordance with NZFS Policy N3-2a, Operational Support personnel may carry out operational tasks as directed provided they are:

- Trained in the task
- Medically fit for the task
- Able to maintain their own and other's safety
- Following applicable area procedures

Schedule of Tasks

Below is a schedule of tasks that Wellington Operational Support Unit are required to carry out if requested by the Incident Controller.

Task	Description
Traffic Management	Closing sections of roads or facilitating the flow of traffic in a safe, orderly and expeditious manner.
Scene Protection	Carrying out incident scene protection, crowd control and security duties. Establishing and maintaining incident ground cordons.
Evacuation Support	Assisting with site evacuation (provided BA or Structural PPE is not required) and managing and providing support for evacuees.
Salvage	Carrying out protective and recovery salvage during or after an incident (provided BA or Structural PPE is not required).
First Aid	Providing first aid or medical support at incidents and assisting primary first aid providers when requested to do so.

Logistical Support	<p>This includes:</p> <ul style="list-style-type: none"> • Recommissioning equipment used by operational fire-fighters, including waterway equipment and hose not in hot zone and as directed by Incident Controller • Assisting in establishing waterway equipment and feeder hose not in hot zone if directed to by the Incident Controller • Establishing or recommissioning incident control facilities, such as setting up generators or incident support. • Setting up lighting so that NZFS or other agency functions can be carried out effectively and safely. • Establishing and maintaining rehabilitation facilities for operational crews. • Assisting with transportation of crews as part of incident ground crew changes or personnel decontamination. • Organising or providing suitable catering and refreshment services for NZFS personnel.
Incident Management Support	Assisting at the Incident Control Point and operating within the Command Unit.
Victim Support	Providing care for victims at incidents until such time as outside victim support agencies are able to take over.
Gathering Information	Collecting information for Planning and Intelligence or Logistics functions.
Communication and Technology Support	Assisting with implementing incident ground communications such as channel layering, and maintaining communication systems.

And any other reasonable duties that the incident controller/ or Area Commander may require assistance in performing.

Incident Response

The unit will respond to incidents in Kilbirnie 2426 when paged by the communications centre with a minimum of 2 personnel, with the optimum being a crew of 4. Other Operational Support members may respond to incidents in their private vehicles if they are specifically requested by the Ops Support OIC at major events where additional assistance is required.

Unless an urgent response is specified from the incident ground, the Operational Support Unit will respond to incidents in normal traffic mode. When in attendance at the incident the Unit's response vehicle may operate red beacons in order to access and protect the scene.

Upon arrival at the incident the OIC of 2426 will advise the Incident Controller of their arrival.

Incident Ground Structure

The OIC of the Unit will report directly to the Incident Controller/OIC Fire at the ICP upon arrival. The Unit will operate under the command of the Fire Logistics Commander (if appointed) or the Incident Controller. Where staff are deployed to a Sector, they will report to the Sector Commander.

Section 4 – Training and Equipment

Training

Members of the unit are expected to maintain the skills necessary to carry out the tasks listed in the schedule above. The Unit will appoint a training officer who will:

- Produce an annual training plan.
- Plan and organise training sessions in accordance with the plan.
- Liaise with the VSO when required for any assistance in training resources and delivery.
- Provide regular reports to the OIC of the unit in respect of training progress and issues.

Training in any new skills outside of what is required to carry out the role of Operational Support is to be agreed between the Assistant Area Commander – Operations and the OIC Operational Support before any such training is undertaken.

The unit management team will maintain a Knowledge and Training document which details the specific skills required to be maintained by members of the unit. This document will be reviewed and approved by the AAC – Operations at least annually.

Uniform and PPE

All Operational Support personnel will be issued uniform and PPE as specified in the NZFS uniform and PPE schedule once they have been accepted as members. This is to be ordered through the VSO by request from the OIC of the unit.

All uniform and PPE must be returned to the OIC of the unit when a member leaves the unit.

Equipment

Equipment required by the unit to carry out its role will be supplied by the NZFS and fit for purpose, however this does not prevent the OSU from purchasing additional equipment provided that the approval process has been applied and authorised in accordance with NZFS policy and procedures. This also includes donated assets. The Assistant Area Commander – Operations will submit CAPEX bids to purchase equipment that has been identified as required by the unit in consultation with the OIC of the unit.

Section 5 – Unit Support

Area 16 Management will provide the necessary support to the Operational Support Unit to ensure it remains a useful, motivated and respected group within the area.

The AAC–Operations will regularly meet with the OIC of the Unit to maintain close communication and ensure that:

- Any issues are identified early and corrective actions are implemented
- The Unit is encouraged, sustained and resourced to maintain effectiveness

The VSO assigned to the Unit may periodically attend trainings and meetings when invited, and maintain a close relationship with the unit to provide support as required.

Guideline Review

This guideline will be reviewed in July 2017 then every two years, or when necessary due to National HQ direction/policy, by the AAC-Operations in consultation with the OIC of the Unit.

**118 YEARS SUPPORTING
OUR COMMUNITY WHEN
THEY NEED IT THE MOST**

