

Commissioner's Orders



4 July 2012

2012/15

CURRENT NATIONAL SECURITY ALERT LEVEL: MEDIUM

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PROCEDURE

New SIMS worksheet - Trailers

A new SIMS worksheet for [Trailers](#) has been published on the [Station Inventory Management](#) page of the Intranet.

This worksheet guides Station Commanders and operators in the correct procedure and schedule for inspecting trailers in general use. Operators must inspect trailers after use, weekly and monthly. In addition, trailers must be inspected annually by a licensed mechanic.

Station commanders responsible for trailers must print out the worksheet and include it on the SIMS board.

Contact Officer: Chief Superintendent Gary Picken, Assistant Director Operational Logistics, (02) 9742 7136
File Reference: ENG/00001

TRAINING

Station Officers Promotional Program 2013 Entry Test

1. Applications

Applications are invited from eligible Senior Firefighters wishing to sit the 2013 Station Officers Promotional Program Entry Test. The Entry Test will be conducted on Thursday 20 September 2012.

The program will run for a 6 week period unless otherwise agreed to by FRNSW and the FBEU. Selection of candidates will be determined by order of merit, based on Entry Test marks. There will be 24 positions available for the 2013 Station Officers Promotional Program.

2. Entry requirements

To be eligible for the test, Senior Firefighters are required to have three years service at that rank by the date of the entry test, and to have successfully completed the following modules:

OTEN Course No. 32000/20169 AD/AE Station Officer Program (old course)

Module No	Module name	Delivery
2.11/20169C	Building Structures 2	OTEN
3.01/20169D	Occupational Health and Safety	OTEN
3.05/20169E	Building Fire Safety 1	OTEN
3.09/20169F	Workplace Trainer Category A	OTEN
3.11/20169G	Public Speaking	OTEN
3.12/20169H	Dealing with Conflict	OTEN

Note: Module Nos 2.09/20169A Building Evacuation Systems and 2.10/20169B Mechanical Venting and Air Handling Systems are no longer required as a pre-requisite for eligibility for the SOPP Entry Test.

OR

OTEN Course No 32000 Station Officer Program PS (new course)

Code	Unit of competency name	Delivery
PUAFIR403B	Assess Building Plans	OTEN
PUACOMO11B	Develop Community Awareness Networks	OTEN
PUAEMR001B	Establish Context and Develop Risk Evaluation Criteria	OTEN
PUAEMR002B	Identify Analyse and Evaluate Risk	OTEN
PUACOM008B	Develop and Organise Public Safety Awareness Programs	OTEN
PUAMAN005B	Manage Projects	OTEN
TAADEL301C	Provide Training through Instruction and Demonstration of Work Skills	OTEN

If you have completed 32000 AD/AE /20169 course you do not have to complete the new course in order to sit future Station Officer Entry Tests.

Firefighters who are currently enrolled in the 32000 AD/AE/20169 course should continue to complete the program during your current 24 month enrolment.

3. Mark election policy

Candidates will be eligible to elect to carry over their marks on one occasion **only** to the next entry test, or as determined by the Training Review Committee. Candidates who elect to carry over their marks must indicate this on the *SOPP Entry Test Online Application* or inform Command Leadership and Management (CLM) Unit by memorandum no later than seven days prior to the Entry Test date.

4. Applications

Applicants can apply online via [SOPP Entry Test Application](#) or via the Command Leadership and Management intranet site. Complete this form and submit as detailed below.

A transcript of Academic Record is required for the modules as detailed in point 2. This is to be attached electronically or sent to CLM.

Applications will be accepted without transcripts as long as the transcript, stating that all modules have been completed, is submitted at least **two working days prior** to the Entry Test, ie by **1600 hours Friday 16 September 2012**. Those who have previously applied for the SOPP Entry Test and were approved to sit do not need to re-submit this transcript.

To ensure that all completed subjects are recorded on the transcript it is essential that all assessment items for all subjects (assignments, tests, practical results and RPL applications) are received at OTEN at least six weeks prior to submitting your transcript for the Station Officers Promotional Program Entry Test.

Transcripts are sent to all enrolled students at the end of the calendar year. Transcripts may also be obtained from any TAFE NSW college upon request, except in November and December.

Enrolled firefighters should check on the TAFE NSW Student e-Services website that all completed subjects are recorded, before asking for a transcript.

It is important to obtain your transcript ASAP upon confirmation of completion of your subjects as the date of printing the transcript is the record date. Transcripts are not post-dated.

It is also recommended that, when posting assignments to OTEN, candidates insert a cover sheet with their assignments which is signed and dated. Candidates should ensure that their Station Officer sights the documents and makes a signed entry in the Station Occurrence Book that they have been mailed to OTEN.

5. Support for candidates

Once a completed application has been verified the candidate will be placed on the Entry Test List and will have to access the electronic forum via Groupwise. Additional information will be available on line through the Command Leadership and Management intranet site.

6. Candidates with special needs

Any applicant who believes they have a case for special needs or requirements to facilitate their participation in the assessment process must contact Team Leader CLM via a memorandum.

7. Closing Date

The closing date for applications to sit the entry test is **1600 hrs Friday 24 August 2012.**

Applications are only to be submitted online.

Transcripts can be sent electronically via the online application or faxed to (02) 9318 4384 or sent to Administration Officer, Command, Leadership and Management Unit, Alexandria.

For more information, see the Command, Leadership and Management intranet site: [SOPP - Station Officer's Promotional Program \(SFF - SO\)](#).

Contact Officer: Station Officer Bob Lightfoot, SOPP Coordinator, (02) 9318 4307
File reference: NFB/06399

SENIOR EXECUTIVE SERVICE

Vacancy

Assistant Commissioner - Regional Operations – 0000119F

Applications are now being accepted for the position of Assistant Commissioner - Regional Operations.

Note: The Commissioner has the discretion to rotate Assistant Commissioners to other portfolios.

Inquiries: Jim Smith, Deputy Commissioner Emergency Management,
(02) 9265 2927

Closing date: 16 July 2012

Please go to the [internal jobs board](#) (on the intranet under Human Resources > Positions Vacant) to apply for this position. For assistance with applying online contact the Recruitment team on (02) 9265 3925.

PERMANENT FIREFIGHTERS NOTICES

Appointments

The following appointments are subject to the provisions of the Industrial Relations Act 1996. In some cases appointments may not be appealable. The 21 day period for any appeal commences on the date of this Commissioner's Orders.

Position	No.	Name	Date of Decision	Maximum Fortnightly Salary \$	Actual Fortnightly Salary at Date of Decision
Training Officer Rescue and BLS, OS2	7727	A Hatch	21.05.12	3606.46	2830.38
Training Officer Rescue and BLS, OS2	7856	C Wilkinson	21.05.12	3606.46	3606.46
Appliance Training Officer, Technical Training OS2	8190	I Schmarr	21.06.12	3606.46	3606.46

Promotions

Firefighter Level 2 to Qualified Firefighter

452031	K Jones	24 April 2012
900604	S Monaghan	24 April 2012

Firefighter Level 1 to Firefighter Level 2

520779	N Cassidy	2 July 2012
520937	S Brooks	2 July 2012
521302	C Jobson	2 July 2012
521360	J-P Williamson	2 July 2012
900706	B Gaylard	2 July 2012
900708	A Snape	2 July 2012
900709	M Davies	2 July 2012
900710	C Rochford	2 July 2012
900713	D Yager	2 July 2012
900715	W Seymon	2 July 2012
900716	I McDougall	2 July 2012
900717	A Barnard	2 July 2012
900720	M Bird	2 July 2012
900721	A Bell	2 July 2012
900722	D Rizzo	2 July 2012

Resignation

8846	QF G Armstrong	2 July 2012
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Retirement

6082	SO A Richards	2 July 2012
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RETAINED FIREFIGHTERS NOTICES

New members appointed to Brigades

902029	C Demmitt	Glenbrook	14 June 2012
902030	B Roberts	Glenbrook	14 June 2012
902031	P Marshall	Moruya	14 June 2012
902032	D Dalton	Leura	15 June 2012
902034	T Laurie	Narromine	15 June 2012
902028	C Sanders	Swansea	18 June 2012
902036	M Hunter	Parkes	18 June 2012
902037	D De Rooy	Unanderra	19 June 2012
902035	Z Zeller	Swansea	20 June 2012
902039	W Boyd	Grafton	20 June 2012
902040	M Paterson	Narrandera	20 June 2012
902042	R Scott	Harden	22 June 2012
902044	M Buhler	Perisher	26 June 2012
902045	R Walker	Eden	26 June 2012
902046	C Walker	Eden	26 June 2012
902043	S Aitken	Lawson	27 June 2012
902050	C Baguley	Narrabri	27 June 2012

Relinquishment of Rank

358024	RetF J Micklesson	Laurieton	Captain	20 June 2012
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Appointed to Ranks

520151	RetF P Hewett	Yass	Deputy Captain	29 May 2012
400029	RetF N Tait	Narrandera	Deputy Captain	18 June 2012
237037	RetF D Wild	Branxton	Deputy Captain	25 June 2012

These appointments are subject to the provisions of the Industrial Relations Act 1996. The 21 day period for appeal commences from the date of this Commissioner's Orders.

Appointed as Engine Keeper

454028	RetF B Mate	Tarro	25 June 2012
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Transfers

521892	RetF P Haydon	Orange	to	Molong	10 June 2012
521640	RetF L Manners	Tea Gardens		Doyalson	13 June 2012
521540	RetF T Timmer	Warragamba		Glenbrook	19 June 2012
900293	RetF M McNamara	Lithgow West		Mount Victoria	21 June 2012

Resignations

900881	RetF B Ewert	Merimbula	1 January 2012
265032	RetF R Palmer	Coonamble	16 April 2012
265039	RetF M Pin	Belmont	30 April 2012
520219	RetF J O'Brien	Glen Innes	5 May 2012
521956	RetF J Curtis	Bangalow	29 May 2012

900805	RetF D Bridgford	Moruya	30 May 2012
428049	DCapt M Godden	Queanbeyan	1 June 2012
520174	RetF M Lawman	Gunnedah	1 June 2012
521469	RetF G Robinson	Bundanoon	15 June 2012
521937	RetF M Lawson	Kelso	15 June 2012
900892	RetF D McDonald	Telarah	15 June 2012
263018	RetF S Crowe	Cooma	15 June 2012
521057	RetF M Kelly	Narrandera	21 June 2012
900804	RetF J Murray	Telarah	26 June 2012

Retirements

359028	RetF R Furner	Lawson	28 June 2012
391028	RetF C Stewart	Murwillumbah	28 June 2012
521566	RetF K Rose	Warialda	28 June 2012

Transferred to Honorary List

428049	DCapt M Godden	Queanbeyan	2 June 2012
263018	RetF S Crowe	Cooma	16 June 2012
359028	RetF R Furner	Lawson	29 June 2012
391028	RetF C Stewart	Murwillumbah	29 June 2012

Greg Mullins AFSM
Commissioner
4 July 2012