

Commissioner's Orders



17 January 2018

2018/01

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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POLICIES

Delegations Manual updated

Version 09 of the [Delegations manual](#) has been published on the [Publications, Policy & Procedures page](#) of the Intranet.

The [Delegations of Authority](#) toolkit page has up to date fact sheets for all staff delegated authorities. Delegations must be exercised in accordance with the general conditions and responsibilities set out in the Definitions & Explanations section of the Delegations Manual.

Key points

- Delegations have been reviewed and updated in line with the implementation in late 2016 of the *Government Sector Employment Act 2013*, and the subsequent realignment of executive and senior management roles which have arisen in FRNSW complying with this Act
- The Zone, Duty and Station Commanders fact sheet has been updated and is available in the Delegations of Authority toolkit page
- Financial delegations have been increased for most roles.

Who needs to read this policy?

All staff should be familiar with the delegations that apply to their role.

Rescindment

This policy rescinds the *Delegations Manual*, Version 08, 01 July 2016.

Contact Officer: Catherine O'Mallon, Director Governance & Legal Office,
(02) 9269 6440

File Reference: NFB/00170-3

PROCEDURES

Logistics Supporting Plan to the Major Incident Management Plan

The [Logistics Supporting Plan](#) to the *Major Incident Management Plan* has been published on the [Major Incidents Management Plans](#) toolkit on the intranet.

Key points

1. The Logistics Supporting Plan is used by the Logistics Support Directorate to manage logistics arrangements during major incidents.
2. The plan also contains the Major Field Operations Centre Plan for occasions requiring significant deployment of strike teams when it is necessary to move deployment away from the Greenacre Head Office site.

Who needs to read the plan?

All staff involved in planning for and managing major incidents should read this plan, including Logistics Support staff, Area and Zone management teams, Incident Management Teams and Strategic Operations Centre staff.

Rescindment

This plan rescinds the *Major incident management plan – Logistics supporting Plan (Version 13)*

Contact Officer: Terry Farley, Commander Operational Logistics, 02 9742 7136
File Reference: FRN16/797-008

New and revised procedures for firefighting foam

[Recommended practice, Firefighting foam and foam-making equipment](#) (Version 03) has been revised and published on the [Firefighting foam](#) toolkit. Features of the revised recommended practice include:

- Updated procedures for fuel tank fires.
- Inclusion of medium expansion foam equipment.
- Inclusion of high expansion concentrate and equipment.

This recommended practice must be read by all firefighters.

Station Training Program, [Topic A.13: Foam, flammable liquids and foam equipment](#)

(Version 02) has been published on the [Station Training Program](#) toolkit. Features of the new session plan include:

- Removal of all obsolete firefighting foam
- Update to current firefighting foam and procedures.

All firefighters must complete this Station Training Program topic according to their station training schedule.

Rescindments

The following documents are rescinded as their content is either obsolete or is incorporated in the above:

- In Orders 1986/32, *AFFF extinguishers*

- Recommended practice, *Firefighting foam and foam-making equipment* (Version 02).
- Procedure, *Transition to fluorine-free Class B low-expansion firefighting foam* (Version 01).
- Operations Bulletin 2011-03, *Foam aeration tubes*.
- Operations Bulletin 2008-02, *Ethanol blended fuels*.
- Station Training Program Topic A.13, *Foam, flammable liquids and foam equipment* (Version 01).
- *Firefighter training manual*, Volume 1, Topic 2, Section 3.2, 'Foam'.

Contact Officer: Paul Johnstone, Capability Manager Hazmat, (02) 9269 6316
File Reference: FRN13/4271

Incident Safety

All incidents have hazards that pose risks to the safety of those at the incident – firefighters, supporting resources, other agencies, and the public. It is important that these risks be managed.

A training package [Incident Safety E-Learning modules](#) has been published. The [Incident safety toolkit](#) and [Incident Management FAQs](#) toolkits on the intranet have been updated.

The following documents have also been published on the Intranet:

- [SOG 1.9, Incident safety](#) (Version 01)
- [SOG 1.9, Incident safety check sheet](#) (Version 01)
- [SOG 1.9, Incident safety guideline support document](#) (Version 01)
- [Incident Safety Worksheet](#) (Version 01) form

Key points

- These documents and the eLearning provide guidance for firefighters to assist them in assessing the risks to health and safety arising from incidents.
- The guideline support document (GSD) and eLearning expand on the SOG and provide an overview of incident safety and our obligations, how to manage risks at incidents, and the role of the Safety Officer.
- The Incident Safety Worksheet simplifies the recording of hazards and risks and replaces the Structure fire, Rescue, USAR, Hazmat, and Clandestine drug laboratories risk assessment worksheets.
- The [Frequently Asked Questions](#) may answer questions you have in relation to safety at incidents.

What needs to be done?

- All firefighters are required to complete the Incident Safety eLearning as part of Station Training Program, Topic 7 Incident Management System. This link [Incident](#)

[Safety E-Learning modules](#) provides access to the two modules, which will take a maximum of 45 minutes to complete.

- To complete the training as a team exercise:
 - Each firefighter present at the training – Sign into SMART (retained) or eOccurrence (permanent) and enter Incident Safety as the drill subject.
 - One person present at the drill – On the Station Training Program page, follow the link to STP 7 Incident Management System, and sign into Learning Hub.
 - As a team – Complete the Incident Safety eLearning modules.
- Firefighters can directly access the Incident Safety eLearning on Learning Hub.
- Station Commanders must ensure that all crews are aware of the contents of the SOG.
- Dispose of existing forms. Print copies of the Incident Safety worksheet.

Rescindments

Publication of these documents rescinds the following:

- SOG 4.2, *Structure fire risks and precautions* (Version 01)
- SOG 4.2, *Structure fire risks and precautions check sheet* (Version 01)
- Safety Bulletin 2000-06, *Safety Officers* (Version 01)
- *Dynamic risk assessment for operations: the safe person concept* booklet
- In Orders 2005-18, Dynamic Risk Assessment Manual
- In Orders 2005-25, Risk Assessment Worksheets
- In Orders 2001-17, Operational Risk Management Policy
- Risk assessment worksheet – Structure fire (Version A)
- Risk assessment worksheet – Rescue (Version A)
- Risk assessment worksheet – USAR (Version A)
- Risk assessment worksheet – Hazmat (Version A)
- Risk assessment worksheet – Clandestine drug laboratories

Updating folders

If your station maintains an A4 SOG folder, print out the SOGs and file them in the folder. Make an entry in the eOccurrence Book.

The check sheet will be printed and distributed in hard copy in due course, for filing in the A5 SOG check sheet folder carried on appliances. In the meantime, you can print out a temporary A5 check sheet and file it in the A5 folder. There are instructions on [printing temporary SOG check sheets](#) on the intranet. You can also print and file the updated [check sheet folder contents](#).

Contact Officer: A/Superintendent Cheryl Steer, Acting Capability Manager Incident Management, (02) 9269 6304

File Reference: FRN15/2599

TRAINING

Applications for 2018 Multi Agency Leadership Program

Applications are being called for the next round of Multi-Agency Leadership Programs. Closing date for applications is midnight on the **31st of January 2018**. The application form can be access through the FRNSW intranet -> training/organisation-wide/leadership/leadership-management/external-leadership-programs or by emailing Leadership@fire.nsw.gov.au

This is an external 2 day personal development courses that will increase your self-awareness and confidence. You will work with colleagues in NSW Ambulance, RFS, SES and other emergency agencies. This course is suitable for Station Commanders, Leading Firefighters, Senior Firefighters, Business Managers/Administrators, Team Leaders and others who are interested in building their leadership skills and confidence.

There is no fee for attendance. Attendance is voluntary and personal arrangements must be made for travel and accommodation if required.

Please email Gillian.andrews@fire.nsw.gov.au if you have any questions.

Date	Location
13-14 February 2018 (Tues/Wed)	Sutherland – SES training centre
10-11 April 2018 (Tues/Wed)	Bankstown Super Station
05-06 June 2018 (Tues/Wed)	Coffs Harbour

Contact Officer: Gillian Andrews, Training Officer Leadership and Management
Professional Development (02) 9318 4832

GENERAL

Mount Druitt Fire Station change of address

The address for 32 Mount Druitt Fire Station has changed. The telephone and fax number remain the same. The new address is:

Street address: Mount Druitt Fire Station
81 Railway Street
MOUNT DRUITT NSW 2770

Telephone: (02) 9625 4403
Facsimile: (02) 9832 4805
Pump Mobile: 0428 483 809

Contact Officer: Superintendent Alex Scott (02) 9622 8071

File Reference: STN/00032B

PERMANENT FIREFIGHTER NOTICES

Vacancies

All current firefighter vacancies may be accessed via the [Internal Jobs Board](#) and applications must be completed online by following the links provided.

Online applications must include a brief cover letter, resume and address the two targeted questions.

Duty Commander Regional South 3, Regional Operations, Inspector

Applications are invited from firefighters holding the rank of Inspector, Leading Station Officer and Station Officer. This is a re-advertised position. Note that to be eligible to apply a Station Officer must have at least 24 months service with FRNSW as a Station Officer

Inquiries: Superintendent Stewart Alexander on 0417 651 826
Closing Date: 14 February 2018
Taleo Reference: 00005V3Y

For any technical assistance in submitting your application via I Work for NSW please contact I Work for NSW Support on 1800 562 679.

Work Experience Coordinator, Education & Training

Applications are invited from Qualified Firefighters with 48 months service and above.

Inquiries: Station Officer Andrew Foster on 0417 419 875
Closing Date: 09 February 2018
Taleo Reference: 00005VM9

For any technical assistance in submitting your application via I Work for NSW please contact I Work for NSW Support on 1800 562 679.

Training Officer Firefighter Initial Training, Education & Training

Applications are invited from Qualified Firefighters with 48 months service and above.

Inquiries: Station Officer Andrew Foster on 0417 419 875
Closing Date: 09 February 2018
Taleo Reference: 00005VLT

For any technical assistance in submitting your application via I Work for NSW please contact I Work for NSW Support on 1800 562 679.

Promotions

Station Officer to Leading Station Officer

7453	N Beattie	25 May 2017
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Senior Firefighter to Leading Firefighter

8198	T Boatwright	03 October 2017
8692	A Chalmers	15 August 2017
9041	A Cross	04 October 2017
9444	M Hockings	26 September 2017
900049	C Parker	05 October 2017

Qualified Firefighter to Senior Firefighter

8888	D Taousanis	01 September 2017
9434	M Vernon	10 May 2017
901454	M McGrouther	13 September 2017
901880	P Salmon	05 June 2018
902787	A Douglas	11 December 2017
88026	R Lewis	09 March 2017

Firefighter to Qualified Firefighter

904498	R Blanchard	19 January 2018
904500	T Calavassy	19 January 2018
904502	L De Sousa	19 January 2018
904504	J Ford	19 January 2018
904505	A Hartup	19 January 2018
904506	S Huber	19 January 2018
904508	G Kanagartnam	19 January 2018
904509	K Lalor	19 January 2018
904510	L Marsden	19 January 2018
904511	T Maxwell	19 January 2018
904512	T Meaney	19 January 2018
904513	T Moran	19 January 2018
904514	A Nalder	19 January 2018
904515	R Napper	19 January 2018
904516	R Pearson	19 January 2018
904518	T Reddaway	19 January 2018
904519	R Russell	19 January 2018

Retirements

6537	SF S Fry	10 January 2018
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RETAINED FIREFIGHTERS NOTICES

New members appointed to Brigades

905767	R Dawson	Kiama	4 December 2017
905769	K Duggan	Aberdeen	12 December 2017
905768	R Dascoli	Banora Point	12 December 2017
905774	A Whackett	Uralla	13 December 2017
905772	B Smith	Armidale	13 December 2017
905773	J Walton	Toronto	14 December 2017
905771	D Wooden	Tumbarumba	15 December 2017
905787	J Victor	The Entrance	15 December 2017
905776	P Buchan	Salamander Bay	18 December 2017
905775	R Field	Lawson	18 December 2017
905762	A Phipps	Lawson	18 December 2017
905782	R Stainton	Kearsley	18 December 2017
905781	J Van Lier	Toronto	18 December 2017
905788	J Taylor	Parkes	19 December 2017
905780	J Lieschke	Holbrook	20 December 2017
905795	J Morris	Gilgandra	21 December 2017
905796	D Andrew	Wangi Wangi	22 December 2017
905789	S Ford	Warragamba	22 December 2017
905779	D Haley	Batlow	01 January 2018
905790	J Northcott	Bellingen	08 January 2018
905793	B Abberton	Salamander Bay	10 January 2018
905791	J Gaff	Bowral	15 January 2018

Appointment of Engine Keeper

901284	RetF M Dixon	Thredbo	11 December 2017
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Appointment to Rank

520701	DCapt D Sim	Captain	Kearsley	20 December 2017
227021	RetF K Kearney	Deputy Captain	Blayney	22 December 2017
904062	RetF R Miller	Deputy Captain	West Wyalong	22 December 2017
903016	RetF J South	Deputy Captain	Coonamble	01 January 2018
520722	RetF J Robertson	Deputy Captain	Kariong	02 January 2018
521292	RetF G Donnelly	Deputy Captain	Tarro	12 January 2018
485037	RetF P Puller	Deputy Captain	Wangi Wangi	12 January 2018
904009	RetF N Owen	Deputy Captain	Stockton	12 January 2018
903238	RetF C Thirkell	Deputy Captain	Cardiff	12 January 2018

Transfers

903653	RetF I George	Taree to	Coffs Harbour	18 December 2017
901847	RetF M Jones	Bathurst	Moree	20 December 2017
521447	RetF D Piper	Tingira Heights	Charlestown	22 December 2017
521862	RetF P Dowling	Nowra	Kempsey	26 December 2017
904656	RetF C Streat	Narromine	Dubbo	06 January 2018

Separations

521139	RetF R Smith	Riverstone	08 December 2017
521754	RetF W Neilson	Jerilderie	30 September 2017
272034	RetF G Finlayson	Culcairn	19 November 2017
901211	RetF S Wood	Uralla	12 December 2017
901336	RetF C McKern	Tamworth	13 December 2017
904554	RetF P Donovan	Katoomba	14 December 2017
904091	RetF B McCaskie	Cardiff	14 December 2017
498024	RetF A Kelvin	Holmesville	15 December 2017
280038	RetF R Cusack	Dubbo	16 December 2017

Retirements

507036	RetF R Hinds	Woolgoolga	04 January 2018
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Honorary List

272034	RetF G Finlayson	Culcairn	20 November 2017
498024	RetF A Kelvin	Holmesville	16 December 2017
280038	RetF R Cusack	Dubbo	17 December 2017
507036	RetF R Hinds	Woolgoolga	05 January 2018

New members appointed to Brigades

Amendments in Commissioner's Order 2017/24 should have read:

905710	Z Brooke	Sawtell	23 November 2017
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Paul Baxter
Commissioner
17 January 2018