

# Commissioner's Orders



16 December 2015

2015/26

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## CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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## **POLICIES**

### **Preventing & Responding to Workplace Bullying & Harassment Policy & Procedure**

FRNSW's updated *Preventing and Responding to Workplace Bullying and Harassment Policy and Procedure* has been published on the Intranet.

The policy defines responsibilities and accountabilities of employees and managers in recognising and acting to prevent bullying behaviour.

The policy can be found under Administration policies on the Intranet and a link is also available on the Workplace Standards Intranet site.

#### **Who needs to read this policy?**

This policy needs to be read by all staff.

#### **Rescindments**

This policy rescinds In Orders 2010/17

*Contact Officer:* Elise Ayre, Workplace Standards

*File Reference:* FRN12/2493-07

## Memorandum of Understanding with SafeWork NSW

On 1 September 2015, the health and safety regulation functions of WorkCover were assumed by a new organisation called SafeWork NSW.

Following this change, FRNSW and SafeWork NSW have revised the Memorandum of Understanding (MOU) with SafeWork NSW on notification of incidents and matters of interest. The MOU is available on the MOUs page on the intranet.

### Key points

The purpose of the MOU is to facilitate cooperation, coordination and information sharing when responding to matters of interest in a timely and appropriate manner. The main changes in the revised MOU are:

- the change from WorkCover to SafeWork NSW
- FireCOM now notifies SafeWork NSW of incidents electronically rather than by telephone.

Information sharing is two-way:

- FRNSW Incident Commanders must request FireCOM to notify SafeWork NSW of:
  - work-related fatalities
  - serious work-related injuries
  - incidents likely to become high profile and involve multi-agency response
  - major incidents at Major Hazard Facilities that expose or could expose a person to a serious risk to health and safety.
- SafeWork NSW will notify FRNSW:
  - of hazmat incidents, fires or explosions that have not been reported to FRNSW
  - if an Inspector identifies a workplace that manufactures or stores chemicals, has high risk and/or fire loads, and the installed fire protection is turned off or not fully functional.

### Who needs to read this MOU?

All Station, Duty and Zone Commanders and FireCOM staff should read the MOU. If you wish to review the provisions of the MOU, a revised Information Pack is available on the Inter-agency Notifications toolkit on the intranet.

*Contact Officer:* Chief Superintendent Greg Wild, Assistant Director Operational Communications, (02) 9318 4430

*File Reference:* FRN13/7582

## PROCEDURES

### 2016 SIMS release

SIMS calendars for 2016 have been developed and published to the SIMS calendars toolkit on the Intranet. Hardcopies have been distributed to Fire Stations.

### Procedure for SIMS calendars

On 4th January 2016, SIMS calendars for 2015 should be removed from the SIMS board and filed in the Station.

SIMS calendars for 2016 should then be loaded into the SIMS board.

### Procedure for SIMS worksheets

Paper copies of SIMS worksheets revised during the year are being distributed with SIMS calendars or with equipment as it is installed. As soon as you receive new SIMS worksheets relevant to your appliance:

- Remove the old worksheets from the station SIMS board.
- Replace them with the new worksheets.

Old SIMS worksheets should be disposed of.

If you are missing any of the required worksheets for your appliance, download them from the SIMS worksheets for equipment toolkit, print them out, and post them on your SIMS board.

### New and rescinded worksheets

SIMS worksheet, Spinal care gear – Spine boards and KEDs (Version 01) is rescinded and should be removed for the station SIMS board. Station Commanders should ensure spine boards are checked according to SIMS worksheet, Patient Protection kit, and cervical collars are checked according to SIMS worksheet, Emergency medical treatment pack. Station Commanders issued with the KED or NIEJ extrication devices should print out SIMS worksheet, Spinal care gear – Extrication devices: KED or NIEJ and place it on the station SIMS board.

SIMS worksheet, Infrared thermometer is new. Station Commanders with this equipment installed on their appliance should print out the worksheet and place it on the station SIMS board.

*Contact Officer:* Station Officer Peter Church, A / Manager Equipment Management Unit, Greenacre. (02) 9742 7174

*File Reference:* FRN13/2266 and NFB/04729

## TRAINING

### Senior Firefighter Program

The provisions for progression from Qualified Firefighter to Senior Firefighter are outlined in subclause 13.6 of the Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2014. (The Award)

Progression from Qualified Firefighter to Senior Firefighter shall be subject to at least seventy two (72) months service from the date of commencement as a Recruit Firefighter and the satisfactory completion of the training and/or training competencies specified by the Commissioner, on the advice of the Training Review Committee, for progression to Senior Firefighter.

### Program Overview

The Senior Firefighter Program consists of two stages:

Stage	Course	Competency
<b>Stage 1</b>	<b>Workplace Training</b>	<b>TAEDL301A Provide work skill instruction</b>
	<b>Public Awareness</b>	<b>PUACOM006B Plan and conduct a public awareness program</b>
	<b>Community Safety</b>	<b>PUAFIR301B Undertake community safety activities</b>
	<b>Work Autonomously</b>	<b>PUATEA002B Work Autonomously</b>
<b>Stage 2</b>	<b>Incident Control Systems (Face-to-Face)</b>	<b>Awards three FRNSW Competencies</b>

Previously, the required units of competency for Stage 1 were delivered by OTEN and required external enrolment. From 1 January 2016 FRNSW will deliver these units internally.

Firefighters who have already completed these units of competency can apply to proceed directly to Stage 2.

Firefighters who have completed the following units under previous programs can also apply to proceed directly to Stage 2 of the program:

- 7917A Occupational health and safety
- 7917B Supervising teams
- 7917G Leadership
- 7917R Workplace trainer category A
- 8979L Meetings
- 8979N Public speaking
- 8979S Dealing with conflict

## Enrolment

Eligible Qualified Firefighters seeking promotion to Senior Firefighter must enrol in the Senior Firefighter Program by downloading and completing the enrolment form on the intranet (hyperlink to be added) and emailing it to [SFPP@fire.nsw.gov.au](mailto:SFPP@fire.nsw.gov.au).

Firefighters will receive an email with their enrolment details once their enrolment has been processed. The enrolment email will contain Learning Hub log in and course information.

## Program Participation

### Stage 1

Enrolled firefighters participate in Stage 1 courses by:

- completing work-based assignments at their station or location
- participating in and completing online learning such as forums and quizzes in Learning Hub
- submitting assignments through Learning Hub
- asking questions and communicating with their instructor and other participants

Enrolled firefighters will receive feedback from their instructors and have access to online forums. Participants are encouraged to communicate with other participants.

Enrolled firefighters are progressively awarded Units of Competency as they complete course requirements and will receive Statements of Attainment for completed courses and associated Units of Competency attained

### Stage 2

The Incident Control Systems Course is face-to-face and is held at the State Training College at Alexandria.

Enrolled firefighters apply by submitting a Memo by e-mail to [SFPP@fire.nsw.gov.au](mailto:SFPP@fire.nsw.gov.au).

Applications must include:

- Current base station/section
- Current platoon
- Annual Leave group
- Contact/mobile phone number and work email address
- Current residential address
- Recruit commencement date and class number.
- Date of promotion to Qualified Firefighter and In Orders or Commissioner's Orders number.
- For firefighters who completed some or all Stage 1 courses with OTEN - Copy of your OTEN Transcript of Academic Record showing completion of required Units of Competency. The copy must be stamped and signed by a FRNSW Officer at the rank of Station Officer or above and endorsed with the statement: 'This is a true copy of the original document which I have sighted.'

Enrolled firefighters will receive an email acknowledging their application.

## **Senior Firefighter Program prior to 2016**

### **Firefighters already enrolled with OTEN**

Qualified firefighters who enrolled with OTEN prior to 2016 are strongly encouraged to complete the Units of Competency through OTEN. Firefighters enrolled with OTEN **in 2015** have 12 months from their date of enrolment to do so. Firefighters enrolled with OTEN **in 2014** have 24 months from their date of enrolment to do so.

Qualified Firefighters who are unsuccessful or who do not complete the required units of competency within the enrolment period (but who still seek promotion) will in future enrol in the FRNSW delivered course to complete the required units of competency.

### **OTEN enrolments and payment of fees**

FRNSW has paid OTEN fees up front for the three required subjects. Firefighters who are unsuccessful or who do not complete their OTEN courses within the FRNSW-funded enrolment period (but who still seek promotion) will need to enrol in the FRNSW Senior Firefighter Program from January 2016.

Firefighters who self-enrolled in OTEN and who successfully complete the units of competency within the enrolment period will be entitled to and may claim for reimbursement of the most recent enrolment costs incurred by them. Reimbursement applications must be accompanied by proof of course fee payment and proof of completion within twelve months.

FRNSW will not reimburse firefighters for more than one self-enrolment period for an OTEN promotional course.

### **Rescindments**

This instruction rescinds 2015/5, Arrangements for progression from Qualified Firefighter to Senior Firefighter

*Contact Officer: Station Officers Nick Anasson and Wayne Miller, Firefighter Development (02) 9318 4842*

## GENERAL

### Change of address for 455 Rutherford Fire Station

The address for MN3 455 Rutherford Fire Station (formerly 455 Telarah Fire Station) is now:

Street address: Rutherford Fire Station  
Fire & Rescue NSW  
2 Mustang Drive  
RUTHERFORD NSW 2320

Postal address: As above

Telephone: (02) 4932 8223  
Facsimile: (02) 4932 0831  
Pax: 5455

Contact Officer: *Superintendent Gregory Windeatt, Zone Commander  
Metropolitan North3, (02)4933 6197*

File Reference: *D15/108654*



## PERMANENT FIREFIGHTERS NOTICES

### Vacancies

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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.

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#### Training Officer Initial Skills Training

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Applications are invited from firefighters holding the rank of Qualified Firefighter with 48 months service and above for the position of Training Officer Initial Skills Training.

*Inquiries: Station Officer Andrew Foster, Team Leader Initial Skills Training, (02) 9318 4304*

*Closing date: 20 January 2016*

*Taleo reference: 00004583*

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#### Team Leader Fire Investigation & Research

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Applications are invited from firefighters holding the rank of Inspector, Leading Station Officer and Station Officer for the position of Team Leader Fire Investigation & Research, Operational Support Inspector.

Note that to be eligible to apply, a Station Officer must be on the LSO Program and have at least 24 months' service at Station Officer rank.

*Inquiries: Superintendent Jeremy Fewtrell, Manager Fire Investigation & Research, 0427 148 178*

*Closing date: 20 January 2016*

*Taleo reference: 00003MC0*

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#### Duty Commander Regional West 3 (2 positions)

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Applications are invited from firefighters holding the rank of Inspector, Leading Station Officer and Station Officer for the position of Duty Commander RW3 (2 positions) at Leeton. These are re-advertised positions.

Note that to be eligible to apply, a Station Officer must be on the LSO Program and have at least 24 months' service at Station Officer rank.

*Inquiries: Superintendent Andy Cozens, 0407 951 091*

*Closing date: 13 January 2016*

*Taleo reference: 00003Y9C*

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#### Station Officer Regional West 1, Dubbo

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Applications are invited from firefighters holding the rank of Station and Leading Station Officer, Leading Firefighters and Senior Firefighters who have been accepted for progression to Leading Firefighter Program for the position of Station Officer, Dubbo. This is a re-advertised position.

*Inquiries: Superintendent Gary Barber, (02)6882 9688.*

*Closing date: 13 January 2016*

*Taleo reference: 00003YXW*

## Leading Station Officer Positions

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### Leading Station Officer Regional South 3

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Applications are invited from firefighters attached to 472 Turvey Park or 203 Albury Fire Station and holding the rank of Station Officer for at least 12 months for one position on the Leading Station Officer Program.

*Inquiries:* Michael Taylor, Acting Assistant Director Recruitment and Staffing, (02) 9265 2869

*Closing date:* 20 January 2016

*Taleo reference:* 000045G1

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### Leading Station Officer Regional North 1

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Applications are invited from firefighters attached to a station within Regional North 1 and holding the rank of Station Officer for at least 12 months for one position on the Leading Station Officer Program.

*Inquiries:* Michael Taylor, Acting Assistant Director Recruitment and Staffing, (02) 9265 2869

*Closing date:* 20 January 2016

*Taleo reference:* 000045GL

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### Leading Station Officer Metropolitan West 3

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Applications are invited from firefighters attached to either 343 Katoomba or 445 Springwood Fire Stations and holding the rank of Station Officer for at least 12 months for one position on the Leading Station Officer Program.

*Inquiries:* Michael Taylor, Acting Assistant Director Recruitment and Staffing, (02) 9265 2869

*Closing date:* 20 January 2016

*Taleo reference:* 000045GN

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### Leading Station Officer Metropolitan North 2

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Applications are invited from firefighters attached to a station within Metropolitan North 2 and holding the rank of Station Officer for at least 12 months for one position on the Leading Station Officer Program.

*Inquiries:* Michael Taylor, Acting Assistant Director Recruitment and Staffing, (02) 9265 2869

*Closing date:* 20 January 2016

*Taleo reference:* 000045GO

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### Leading Station Officer Metropolitan North 3

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Applications are invited from firefighters attached to a station within Metropolitan North 3 and holding the rank of Station Officer for at least 12 months for one position on the Leading Station Officer Program.

*Inquiries:* Michael Taylor, Acting Assistant Director Recruitment and Staffing, (02) 9265 2869

*Closing date:* 20 January 2016

*Taleo reference:* 000045GQ

## Applicants with Special Needs

Any applicant who believes they require assistance to facilitate their participation in the progression process must contact the officer listed below before the closing date:

*Contact Officer:* Michael Taylor, Acting Assistant Director Recruitment and Staffing, (02) 9265 2869

*Closing date:* 20 January 2016

## Appointments

Position	No.	Name	Start Date
Station Officer, Cessnock	7055	N Lawler	9 November 2015
Station Officer, Albury	7453	N Beattie	11 November 2015
Fire Investigation & Research Officer, OS2	9383	B Daley	8 December 2015

## Progressions

### Senior Firefighter to Leading Firefighter

7523	Timothy Gillard	27 November 2015
8404	Mark Dobson	23 November 2015
8739	Mathew Sigmund	24 November 2015
8928	Daniel Vrckoski	23 November 2015
9149	Robert Nicoletti	09 December 2015

## Separations

### Retirement

6378	SF G Lofthouse	26 September 2014
7412	QF C Jay	02 October 2015

## RETAINED FIREFIGHTERS NOTICES

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### New Members appointed to Brigades

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904542	P Asplin	Rhodes	30 November 2015
904535	H Halder	West Wyalong	1 December 2015
904536	A Atkin	Temora	1 December 2015
904537	A Hoad	Griffith	1 December 2015
904543	D Cosgrove	Wyang	1 December 2015
904532	T Standing	Laurieton	7 December 2015

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### Appointment of Rank

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521921	RetF J Kinneally	Tweed Heads	Deputy Captain	27 November 2015
521569	RetF B Maker	Kandos	Deputy Captain	7 December 2015

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### Transfer

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903538	RetF S Breach	Raymond Terrace	to Tarro	1 December 2015
902951	RetF B Garbutt	Holmesville	Maitland	5 December 2015
522072	RetF M Allsop	Maitland	Rutherford	9 December 2015

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### Separations

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903098	RetF D Berghofer	Leeton	2 November 2015
904162	RetF M Shaw	West Wyalong	2 November 2015
521915	RetF A Goudie	North Albury	18 November 2015
903589	RetF S Walmsley	Walgett	24 November 2015
903677	RetF C Hicks	Stockton	24 November 2015
904421	RetF E Unger	Oberon	24 November 2015
902941	RetF D Fleming	Kurri Kurri	25 November 2015
522179	RetF S Bowden	Oberon	28 November 2015
522051	RetF M Carthew	Narrabri	1 December 2015
901473	RetF R Hopkins	Abermain	7 December 2015

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### Retirements

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380024	Capt S Bowler	Molong	17 November 2015
237014	RetF J Bereza	Branxton	1 December 2015
263005	RetF W Sandner	Cooma	23 October 2015

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### Transferred to Honorary List

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380024	Capt S Bowler	Molong	18 November 2015
237014	RetF J Bereza	Branxton	2 December 2015
263005	RetF W Sandner	Cooma	24 October 2015

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## ADMINISTRATION & TRADES STAFF NOTICES

### Appointments

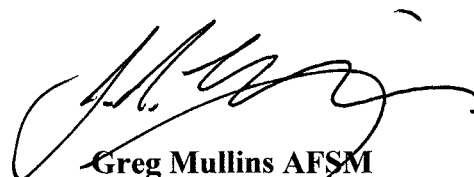
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Service No.	Name	Position	Effective date
29007	M Smith	Accounts Receivable Supervisor	14 December 2015

### Separations

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Service No.	Name	Effective date
904442	E Ok	20 November 2015



**Greg Mullins AFSM**  
**Commissioner**  
**16 December 2015**

