



# Commissioner's Orders

2019/03

13 February 2019

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**CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE**

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## POLICIES

### Firefighting foam

The [Firefighting foam policy](#) (Version 01) has been published on the Intranet. The [Firefighting Foam toolkit](#) on the intranet has also been updated.

#### Key points

- The policy describes FRNSW firefighting foam capability, and the policies relating to its use at incidents, procurement and disposal.
- The policy notes that all FRNSW firefighting foams are fluorine-free, non-persistent and readily biodegradable.
- The policy provides advice to FRNSW commanders and firefighters around the use of foam at an incident, and the environmental effects it may have.
- The policy provides advice on training with foam.
- The policy provides advice around the use of firefighting foam from other parties.

For detailed instructions on use of firefighting foam and equipment, refer to the [Recommended Practice – Firefighting foam and foam-making equipment](#).

#### Who needs to read this document?

All officers and firefighters must read this policy. All trades staff must read this policy. All other staff should be familiar with the policy.

*Contact Officer:* A/Supt Mark McKay, Acting Capability Manager Hazmat, (02) 9261 6349  
A/Supt Colin Eldridge, Acting Capability Manager Firefighting, (02) 9269 6339

*File Reference:* FRN18/1524

### Records Management Policy

Documents, including electronic documents, images, reports, and information created within FRNSW are important to FRNSW, the Government and the general public. They are used to support the strategic business and operational processes of FRNSW and to respond to enquiries from the public, other Government agencies, and may be used as evidence for insurance claims and court cases.

The [Records Management Policy](#) and the [Records Management Strategy 2019-2024](#) are available on the Intranet. Further information on Records Management, can be found on the [Records Management Toolkit](#).

The Records Management Policy ensures that full and accurate records of all activities and decisions of FRNSW are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation. This enables FRNSW to achieve information accessibility, business enhancement and improvement.

This policy applies to all FRNSW employees.

The Records Management Policy CG03-002 V8 rescinds the Records Management Policy CG03-002 V5, V6, V7 and Commissioner's Orders 2016/05

*Contact Officer: Manager Information Management, (02) 9265 2891*  
*File Reference: NFB/00356*

## NOTICES

### Transfer Registers

#### Review of Residential Priority Status

##### Permanent Firefighters

It is the responsibility of employees who are claiming residential priority status to notify the Manager Operational Staffing of any change in location of their primary residence.

Employees who notify the Manager Operational Staffing prior to Thursday 28 March 2019 of an earlier change of primary residence will have their records updated and no further action will be taken except to adjust the Transfer Register(s), if necessary, to reflect their correct residential address.

Any employee whose primary residence is found to be incorrect after 28 March 2019 will be removed from all Transfer Registers in accordance with Clause 28 of the Permanent Award.

#### Review of Kilometre Allowance payments

As a result of a decision of the Industrial Relations Commission of NSW, Fire and Rescue NSW (FRNSW) is currently correcting kilometre allowance payments made to employees who held/hold residential priority status on a Transfer Register under Clause 28 of the Permanent Award and who were recalled to duty between 14 November 2014 and 30 November 2018.

FRNSW intends to make all outstanding recall kilometre allowance payments on Thursday 25 April 2019 using the Transfer Register and primary residence records held by the Manager Operational Staffing on Thursday 28 March 2019.

Employees who are later found to have received an incorrect recall kilometre allowance payment on 25 April 2019 because they failed to update their primary residence with the Manager Operational Staffing prior to Thursday 28 March 2019 may be subject to disciplinary action.

*Inquiries: Manager Operational Staffing on 02 9265 2830*

## Retained Firefighter Notices – Royal Easter Show 2019

Applications are invited from retained fire fighters who would like to be part of the Fire and Rescue NSW contingent providing fire protection services at the Royal Easter Show, to be held at Homebush Bay from Friday 12<sup>th</sup> April to Tuesday 23<sup>rd</sup> April 2019.

### 1. Work groups and shifts

Crews at the Royal Easter Show will be organised into two groups with a Captain and one fire fighter in each group. Shifts will be for 6 days

	12/4	13/4	14/4	15/4	16/4	17/4	18/4	19/4	20/4	21/4	22/4	23/4
<b>Day shift</b>	<b>Group 1</b> Captain + 1 Firefighter						<b>Group 2</b> Captain + 1 Firefighter					
<b>Afternoon shift</b>	<b>Group 1</b> Captain + 1 Firefighter						<b>Group 2</b> Captain + 1 Firefighter					
<b>Night shift</b>	<b>Group 1</b> Captain + 1 Firefighter						<b>Group 2</b> Captain + 1 Firefighter					

Each group will be divided into three shifts:

<b>Shift</b>	<b>Hours</b>
Day	0630-1430
Afternoon	1430-2230
Night	2230-0630

### 2. Applications

Applications must be made on the form attached to this Commissioner's Orders.

There are sections on the form relating to the effect of a firefighter's attendance on their Brigade and Zone.

These sections **must** be completed by the Station Commander and the Zone Commander. Those officers are responsible for monitoring the number of applications from each station and the effect on service availability. Intranet article forms part of this application.

Applications from all Zones must be sent:

By fax to: (02) 9798 4572

Or by mail to: Metropolitan East 3 Zone Commander  
Fire and Rescue NSW  
PO Box 224  
Ashfield NSW 2131

Closing date for applications: Wednesday 13<sup>th</sup> March 2019

Successful applicants will be advised on Friday 15<sup>th</sup> of March 2019

All enquiries to: [eastershow@fire.nsw.gov.au](mailto:eastershow@fire.nsw.gov.au)

All correspondence regarding your application, including information packs, will be by email only.

*Contact Officer: Superintendent Andrew Faunce, Zone Commander Metropolitan East 3, (02) 9797 7033*

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

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

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#### **Firefighters (transfer to Maitland Transfer Area)**

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Applications are invited from Permanent Firefighters holding the ranks Firefighter, Qualified Firefighter, Senior Firefighter or Leading Firefighter to transfer to the Maitland Transfer Area.

Applications are being sought in accordance with clause 28.3.4.3 and will be processed in accordance with clause 28.3.3.1 of the Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2017.

*Inquiries: Manager Operational Staffing on 02 9265 2830*

*Applications to: [OperationalStaffing@fire.nsw.gov.au](mailto:OperationalStaffing@fire.nsw.gov.au)*

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#### **Operational Support Inspector (Command Liaison Officer)**

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Applications are invited from Firefighters holding the rank of Inspector, Leading Station Officer and Station Officer with 24 months experience at Station Officer rank for the position of Command Liaison Officer. This is a readvertised position.

*Inquiries: Superintendent Michael Jay 0403 004 402*

*Closing Date: 13 March 2019*

*Taleo Reference: 00006011*

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#### **Operational Support Inspector (Command Liaison Officer)**

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Applications are invited from Firefighters holding the rank of Inspector or Leading Station Officer for the position of Command Liaison Officer.

*Inquiries: Superintendent Michael Jay 0403 004 402*

*Closing Date: 13 March 2019*

*Taleo Reference: 00006TOI*

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#### **Operational Support Inspector (Wellbeing Coordinator), People & Culture**

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Applications are invited from permanent firefighters holding the rank of Inspector or Leading Station Officer for the position of Wellbeing Coordinator.

*Inquiries: Brendan Mott on 0437 598 610*

*Closing Date: 13 March 2019*

*Taleo Reference: 00006TIK*

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**Canine Handler, Operational Support Level 2**


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Applications are invited from permanent firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter for the position of Canine Handler.

*Inquiries: Superintendent Graham Kingsland on 0414 637 206*

*Closing Date: 13 March 2019*

*Taleo Reference: 00006T53*

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**Training Officer Firefighting Operations Training, Operational Support Level 2**


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Applications are invited from permanent firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter for the position of Training Officer Firefighting Operations Training.

*Inquiries: A/Inspector Tim Climo on 0400 440 361*

*Closing Date: 13 March 2019*

*Taleo Reference: 00006SII*

## Appointments

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Service No.	Name	Position	Effective date
6367	P Johnstone	Chief Superintendent, Capability Management	11 February 2019
6570	J Hawes	Superintendent, Fire Safety Command Liaison	11 February 2019
7421	L Unsworth	Superintendent, Technical Training	11 February 2019
8019	P Cleary	Superintendent, Hazmat Capability	11 February 2019
8405	D Tchappat	Superintendent, Bushfire & Aviation	11 February 2019

## Promotions

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**Superintendent to Chief Superintendent**


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6367	P Johnstone	11 February 2019
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**Inspector to Superintendent**


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6570	J Hawes	11 February 2019
7421	L Unsworth	11 February 2019
8019	P Cleary	11 February 2019
8405	D Tchappat	11 February 2019

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**Firefighter to Qualified Firefighter**


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905172	J English	21 February 2019
905184	J-L Starr	21 February 2019

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**New members appointed to Brigades**


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906420	F Telfer	Kelso	18 January 2019
906428	G Dukes-Rankmore	Parkes	22 January 2019
906434	M Kelly	Kiama	24 January 2019
906433	E Brunno	Bowraville	25 January 2019
906437	A Death	Eden	25 January 2019
906442	D Lambert	Kiama	25 January 2019
906432	N Watson	Toukley	25 January 2019
906430	C Tran	Warragamba	25 January 2019
906425	D Wanstall	Toukley	25 January 2019
906443	S Forrest	Culcairn	01 February 2019
906436	N Morrison	Forbes	01 February 2019
906448	A Meek	Moruya	01 February 2019
906439	G Fazakerley	Goulburn	01 February 2019
906450	A Thorn	Evans Head	04 February 2019
906449	S Wilson	Mount Victoria	04 February 2019
906446	E Dowton	Bega	04 February 2019

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**Appointment to Rank**


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901669	RetF J Bacon	Deputy Captain	Delroy	01 February 2019
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**Transfers**


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903975	RetF K Bartlett	Weston to Kurri Kurri	21 January 2019
904451	RetF L Anderson	Weston to Kurri Kurri	21 January 2019
904863	RetF N Cole-Herring	Bourke to Grafton	24 January 2019
902603	RetF L Blissett	Narrabri to Forster	28 January 2019
520849	RetF D Gill	Morisset to Wyoming	29 January 2019
905605	RetF N Geyer	Lithgow West to Lithgow	05 February 2019
901320	RetF S Wilkinson	Lithgow to Lithgow West	05 February 2019
520660	RetF B Duffey	Deniliquin to Orange	14 February 2019

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**Separations**


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445040	RetF R Watson	Springwood	30 November 2018
905213	RetF Z Marshall	Thirroul	16 December 2018
903658	RetF B Constable	Kiama	31 December 2018
445032	RetF J Webster	Springwood	01 January 2019
905414	RetF A Klassen	Alstonville	04 January 2019
904911	RetF C Stevenson	Lithgow	11 January 2019
906270	RetF J Brown	Helensburgh	14 January 2019
906119	RetF N Jones	Bangalow	14 January 2019

905329	RetF J Gibbs	Berry	14 January 2019
903837	RetF A Hallett	Merrylands	17 January 2019
906281	RetF L Hinchcliffe	Helensburgh	17 January 2019
903438	RetF A Murphy	Riverstone	21 January 2019
521280	RetF L Norris	Nambucca Heads	25 January 2019
906203	RetF L Tait	Stockton	05 February 2019

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### Retirements

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423006	RetF G Coleman	Portland	01 January 2019
345019	DepC D Hegerty	Kempsey	17 January 2019
521007	RetF F Bell	Kariong	21 January 2019

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### Honorary List

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423006	RetF G Coleman	Portland	02 January 2019
345019	DepC D Hegerty	Kempsey	18 January 2019

**Jeremy Fewtrell**  
**Acting Commissioner**  
**13 February 2019**