



Commissioner's Orders

2019/13

3 July 2019

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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POLICIES

Bushfire hazard reduction policy and procedures

This is a re-publication of the Bushfire hazard reduction policy and procedures as previously published in Commissioner's Orders 2019/12. Please note this policy and procedure does not rescind In Orders 2005/22.

The [Bushfire hazard reduction policy](#) (Version 02) has been updated and published on the intranet. The [Bushfire hazard reduction procedures](#) (Version 01) has been developed to support the Bushfire hazard reduction policy and added to the intranet.

Key points

The policy and procedures:

- apply when FRNSW is involved in planning and conducting any bushfire hazard reduction activity to reduce the fuel load on land areas where there is an identified risk of bushfire to reduce the potential rate of spread, flame height, and intensity of any subsequent bushfire.
- includes the online forms to undertake a hazard reduction
- a description of simple and complex hazard reductions
- the delineation of roles and responsibilities of FRNSW and the Rural Fire Service.

Rescinds

Hazard reduction policy, version 01, 5 June 2014

In Orders 1998/17, Fire Services Legislation Amendment Act 1998, section 2 Rural Fires Act 1997 – Amendment

In Orders 2005/20, Hazard reduction – pile burns

In Orders 2003/20, Fire permits, section 4.1 Hazard reduction burns

In Orders 2003/20, Bushfire hazard reduction certificates Commissioner's Orders 2012/7, Bushfire Fuel Reduction Works

Request eForm and User Guide

Who needs to read these documents?

All officers and firefighters who are involved in hazard reductions must read this policy and the procedures.

Contact Officer: Superintendent David Tchappat, Manager Bushfire and Aviation,
0448 344 779

File Reference: FRN13/5432

eAIRS data management policy

Fire and Rescue NSW (FRNSW) uses a dedicated incident reporting system known as the electronic Australasian Incident Reporting System (eAIRS) to collect, record and report information on responses to emergency incidents attended by FRNSW firefighters.

The eAIRS Data Management Policy (formerly called the Incident Reporting Policy - eAIRS) is approved and published on the intranet. The Policy is supported by the eAIRs Data Management Procedure, eAIRS Road Map Strategy 2019-2024 and the Field Operations Business Unit Change Management Procedures.

Further information on eAIRS can be found on the eAIRS Toolkit.

The policy applies to Firefighters and all other FRNSW employees.

The eAIRS Data Management Policy rescinds Commissioner's Orders 2015/06 - Incident Reporting Policy (eAIRS).

Contact Officer: Business Manager Field Operations, 9742 7360, and Manager Field Operations Systems and Performance, 9269 6344

File Reference: FRN19/771, D19/13188

Work, health and safety policies and procedures

The following work, health and safety policies are published on the intranet. They are:

- Management (and investigation) of safety incidents policy
- WHS Assessment Framework (audit and inspection) policy, and
- Work health and safety policy

They are supported by the following procedures:

- Investigation of safety incidents procedure, and
- Management of safety incidents procedure

Key points

- These documents form are components of the Be Safe Health and Safety Management System (HSMS), which coordinates the management of all health and safety hazards and risks arising from FRNSW undertakings.
- The policies and procedures update and confirm FRNSW commitment to the health and safety of its people.

Who needs to read these documents?

All staff and those affected by FRNSW activities, including Permanent Firefighters, Retained Firefighters, administrative and trades staff, volunteers, contractors and visitors to FRNSW workplaces.

Rescindment

Commissioner's Orders 2012/22 & 2015/19

V1 Work health and safety policy CG10-003

Management and investigation of safety incidents CG10-004
Management and Investigation of Minor Safety Incidents procedure CG10-007

Management and Investigation of Serious Safety Incidents procedure CG10-006

Contact Officer: *Matt Grant, Manager Strategic Safety, 02 9265 2839*

File Reference: *FRN18/554*

PROCEDURES

eAIRS data management procedure

eAIRS Data Management Procedure has been published on the eAIRS toolkit on the intranet.

Key points

eAIRS Data Management Procedure is used by Fire and Rescue NSW (FRNSW) staff in relation to utilising and reporting on data captured within the electronic Australasian Incident Reporting System (eAIRS). The purpose of this procedure is to provide instruction to apply the framework outlined in the eAIRS Data Management Policy.

The procedure covers the requirements and processes that must be followed when completing incident reports in accordance with the eAIRS Data Management Policy.

Who needs to read the procedure?

This procedure applies to all FRNSW personnel and any stakeholders who either use eAIRS or access eAIRS data.

Rescindment

eAIRS Data Management Procedure is Version 01.

Contact Officer: Business Manager Field Operations, 9742 7360, and Manager Field Operations Systems and Performance, 9269 6344

File Reference: FRN19/771, D19/13215

NOTICES

Telstra have scheduled disconnection of their ISDN service, which is currently in use for the FRNSW fax machines. As a result of this FRNSW are required to migrate fax services at all fire stations. As an alternative, new fax numbers based on GoFax service are being arranged for all Fire Stations. This activity will be carried out progressively for Regional & Metro Stations NSW.

New fax numbers arranged for RN3 in June 2019 are listed below.

Zone	Station	New Fax Numbers
RN3	205 ARMIDALE	0291668305
RN3	215 BARRABA	0291668315
RN3	225 BINGARA	0291668325
RN3	229 BOGGABRI	0291668329
RN3	264 COONABARABRAN	0291668364
RN3	302 GLEN INNES	0291668402
RN3	314 GUNNEDAH	0291668414
RN3	315 GUYRA	0291668415
RN3	331 INVERELL	0291668431
RN3	375 MANILLA	0291668475
RN3	381 MOREE	0291668481
RN3	399 NARRABRI	0291668499
RN3	429 QUIRINDI	0291668529
RN3	452 TAMWORTH	0291668552
RN3	457 TENTERFIELD	0291668557
RN3	475 URALLA	0291668575
RN3	481 WALCHA	0291668581
RN3	487 WARIALDA	0291668587
RN3	496 WERRIS CREEK	0291668596
RN3	506 WEE WAA	0291668509
RN3	508 WEST TAMWORTH	0291668510

Contact Officer: *Suzy Bosevska, Systems Administrator – Voice & Video, IT*
9742 7511

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.

Fire Safety Officer – Operational Support Level 2

Applications are invited from Permanent Firefighters with at least 48 months service since the date of commencement as a Recruit Firefighter for the role of Fire Safety Officer.

Inquiries: Stephan Netting on 0438 646 008

Closing Date: 31 July 2019

Taleo Reference: 000073T8

Team Leader Fire Fighting Operational Training - Operational Support Inspector

Applications are invited from firefighters holding the rank of Inspector or Leading Station Officer for the role of Team Leader Fire Fighting Operational Training.

Inquiries: Superintendent Luke Unsworth on 0408 421 038

Closing Date: 31 July 2019

Taleo Reference: 000074GF

Fire Investigation Officer – Operational Support Level 2

Applications are invited from Permanent Firefighters with at least 48 months service since the date of commencement as a Recruit Firefighter for the role of Fire Investigation Officer.

Inquiries: Superintendent Graham Kingsland on 0414 637 206

Closing Date: 31 July 2019

Taleo Reference: 000074TR

Superintendent gSa (various x 2)

Applications are invited from Officers holding the rank of Superintendent and Inspector for the role of Superintendent (2 positions). Successful applicants will initially be placed within the gSa.

Inquiries: Chief Superintendent Paul Johnstone on 0419 478 952

Closing Date: 31 July 2019

Taleo Reference: 000074LT

Team Leader Fire Safety - Operational Support Inspector

Applications are invited from officers holding the rank of Inspector or Leading Station Officer and Station Officer with 24 months experience at Station Officer rank for the role of Team Leader Fire Safety

This is a re-advertised position.

Inquiries: Superintendent John Hawes on 0429 420 401

Closing Date: 31 July 2019

Taleo Reference: 000074DB

Team Leader Fire Safety Alarms Assessment - Operational Support Inspector

Applications are invited from officers holding the rank of Inspector, Leading Station Officer and Station Officer with 24 months experience at Station Officer rank for the role of Team Leader Fire Safety Alarms Assessment. This is a re-advertised position.

Inquiries: Stephan Netting on (02) 9742 7135

Closing Date: 31 July 2019

Taleo Reference: 000074FS

Training Officer ComSafe x 2 Operational Support level 2

Applications are invited from Retained Firefighters with at least 48 months service with FRNSW as a Retained Firefighter or a Permanent Firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter. This is a re-advertised position.

Inquiries: Manager ComSafe Training Services Graham Rofe on 0436 617 245

Closing Date: 31 July 2019

Taleo Reference: 00007380

Appointments

Service No.	Name	Position	Effective date
5769	C Wright	Superintendent Operational Safety	05 July 2019
6763	P Church	Superintendent Education and Training	05 July 2019
7487	J Stubbs	Chief Superintendent Operational Logistics	05 July 2019
7871	S Dodson	Operational Inspector Relieving	26 June 2019
7962	T Climo	Operational Inspector Relieving	26 June 2019
521173	K Brown	Academy Operations Officer	17 June 2019

Promotions

Superintendent to Chief Superintendent

7487	J Stubbs	05 July 2019
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Inspector to Superintendent

5769	C Wright	05 July 2019
6763	P Church	05 July 2019

Qualified Firefighter to Senior Firefighter

The promotions for the following appeared under Promotions – Firefighter to Qualified Firefighter in the Commissioner's Orders 2019/12. Their promotions should have been from Qualified Firefighter to Senior Firefighter.

8041	M Rutten	18 November 2018
9206	G Little	25 January 2019
901201	C Hansen	15 February 2021
902627	N Dart	04 June 2019
902772	C Simpson	10 September 2019
903317	N Boyle	27 May 2020
903396	P Hallahan	10 March 2019
522226	D French	26 June 2019

The promotion of 905346 M Baum from Qualified Firefighter to Senior Firefighter in the Commissioner's Orders 2019/06 should have read:

905346	M Baum	08 March 2018
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Firefighter to Qualified Firefighter

905359	L Tighe	30 May 2019
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New members appointed to Brigades

902972	M Arneson	Narooma	12 June 2019
906662	T Bullock	Umina	14 June 2019
906663	M Carchedi Filho	Picton	18 June 2019
906684	J Cordy	Kingscliff	18 June 2019
906686	P Sherwood	Barraba	18 June 2019
906687	M Landrigan	Werris Creek	18 June 2019
906688	R Boston	Armidale	18 June 2019
906694	K Hutchings	Blayney	20 June 2019
906695	D Mitchell	Guyra	20 June 2019
906696	J Pengilley	Terrigal	21 June 2019
906689	J Riach	Bundeena	24 June 2019
906692	M Farraway	Maitland	24 June 2019

906693	D Tiller	Bundeena	24 June 2019
904911	C Stevenson	Lithgow West	01 July 2019

Relinquishment of Rank

520687	RetF C Hood	Deputy Captain	Deniliquin	12 June 2019
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Transfers

905400	RetF N Ahern	Peak Hill to Trangie	21 May 2019
903738	RetF M Terry	Stockton to Kurri Kurri	25 June 2019

Engine Keeper

521653	L Scerri	Engine Keeper Morisset	24 June 2019
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Separations

904684	RetF R Diessel	Kearsley	13 April 2019
905383	RetF Z Barrett	Walgett	16 April 2019
903819	RetF N Dobell	Moama	14 May 2019
521980	RetF R Berron	Batemans Bay	20 May 2019
902158	RetF P Green	Yass	29 May 2019
522183	RetF G Cattle	Holbrook	31 May 2019
900016	RetF R Dwyer	Nowra	06 June 2019
905968	RetF M Patterson	Trangie	07 June 2019
905954	RetF L Srur	Branxton	12 June 2019
903427	RetF W Bibby	Cessnock	30 June 2019

Retirements

5572	SO S Neunier		01 July 2019
6002	SF W Miller		02 July 2019
6394	SF J Watterson		01 July 2019
6648	SF R Bruce		01 July 2019
7157	SF D Proust		24 June 2019
9187	SF S Edwards		09 April 2019
487027	RetF A Doyle	Warialda	31 May 2019

Honorary List

487027	RetF A Doyle	Warialda	01 June 2019
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ADMINISTRATION AND TRADE NOTICES**Appointments**

Service No.	Name	Position	Effective date
906699	J Linacre	Real Estate Manager	22 July 2019

Paul Baxter
Commissioner
03 July 2019