



Commissioner's Orders

2019/24

04 December 2019

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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PROCEDURES

Bushfire Sub Plan to the Major Incident Management Plan

The [Bushfire Sub Plan](#) to the [Major Incident Management Plan](#) has been reviewed and the revised Version 03 has been published on the [Major Incident Management Plans](#) toolkit on the intranet.

Key points

The purpose of the *Bushfire Sub Plan* is to ensure that FRNSW provides an effective response to major bush and grass fires in coordination with the Rural Fire Service. It ensures that FRNSW can meet its obligations under the [NSW State Bush Fire Plan](#).

The revisions to Version 03 include:

- Updates to match changes to the *Fire and Rescue NSW Act 1989*
- Inclusion of intelligence gathering capabilities available through implementation of remotely piloted aviation systems
- Authority for Bushfire Incident Coordination Centre staff to assess the tactical advantage of allocation of aircraft to incidents
- Revision of the criteria for an increased weight of attack for initial response to bush and grass fires in areas where Total Fire Bans are declared
- Clarification of procedures for recording costs
- Updates to match revisions to the *Major Incident Management Plan* and the *NSW State Bush Fire Plan*
- Minor updates and amendments to reflect current practice.

Toolkit

FRNSW's *Major Incident Management Plan*, *Bushfire Sub Plan* and other sub plans and supporting plans area available on the [Major Incident Management Plans](#) toolkit on the intranet.

Who needs to read the plan?

All staff involved in planning for and responding to major bushfires should read the revised sub plan.

Rescindments

This sub plan rescinds:

- The *Bushfire Sub Plan* (Version 02)
- Commissioner's Orders 2018-04, *Major Incident Management Plan and Bushfire, Storm and Flood Sub Plans*.

Contact Officer: Roger Mentha, Assistant Commissioner Operational Capability,
02 9265 6327

File Reference: FRN16/797-005

Major Incident Management Plan

FRNSW's [Major Incident Management Plan](#) has been reviewed and the revised Version 03 has been published on the [Major Incident Management Plans](#) toolkit on the intranet.

Key points

The *Major Incident Management Plan* (MIMP) ensures that FRNSW provides effective, coordinated response to major incidents in NSW in support of the [NSW State Emergency Management Plan](#) (EMPLAN).

The revisions in Version 03 include:

- Updates to match changes to the *Fire and Rescue NSW Act 1989* and the *Government Sector Finance Act 2018*.
- Relevance of the MIMP to regional and local emergency planning
- Alert Levels have been renamed Activation Levels to avoid confusion with alert levels used by various agencies and warning systems
- The requirement for the [Resource Request Form](#) to be used for all resource requests sent to the Strategic Operations Centre
- The requirement to include award conditions in deployment orders
- Factors to consider when appointing and rotating Incident Management Teams
- The requirement for Incident Management Teams to use the command management system [ADASHI C&C](#)
- FRNSW's approach to multi-hazard incidents
- Additional information on emergency warnings and the activation of the Public Information Services Functional Area Supporting Plan
- Management of wires down incidents during major incidents
- The addition of considerations and procedures for mental health risk management
- Minor updates and amendments to reflect current practice.

Toolkit

FRNSW's *Major Incident Management Plan*, sub plans and supporting plans are available on the [Major Incident Management Plans](#) toolkit on the intranet.

Who needs to read the plan?

All staff involved in planning for and responding to major incidents should read the revised plan.

Rescindments

This plan rescinds:

- The *Major Incident Management Plan* (Version 02)
- Commissioner's Orders 2018-04, *Major Incident Management Plan and Bushfire, Storm and Flood Sub Plans*.

Contact Officer: Roger Mentha, Assistant Commissioner Operational Capability,
02 9265 6327

File Reference: FRN16/797-004

SIMS for Duty Commanders' minor fleet vehicles

Issue

The Station Inventory Management System (SIMS) is being extended to operational minor fleet vehicles. The first vehicles being covered are Duty Commanders' vehicles.

New procedure

[Work instruction, SIMS for Operational minor fleet](#) (Version 01) has been published on the [Policy and procedure](#) page and the [SIMS for minor fleet](#) toolkit on the Intranet. The procedure is supported by [SIMS worksheet, Appliance – Operational minor fleet](#).

Key points

- All Duty Commanders must check their vehicle at the start of shift.
- Metropolitan Duty Commanders on the 24-hour roster conduct SIMS checks of the vehicle's inventory using a permanent calendar based on daily checks.
- Regional Duty Commanders on various rosters conduct SIMS checks of the vehicle's inventory using a retained calendar based on weekly checks.
- A SIMS folder for each Duty Commander vehicle is being sent to all Zone Offices. This folder contains:
 - [Work instruction, SIMS for Operational minor fleet](#)
 - [SIMS worksheet, Appliance – Operational minor fleet](#)
 - Vehicle inventory (also found on the [Appliance recommended practice](#) toolkit)
 - SIMS calendar (also found on the [SIMS calendars](#) toolkit)
 - Set of SIMS worksheets relevant for Duty Commander's vehicles (SIMS worksheets can be found on the [SIMS equipment worksheets](#) toolkit).

Operators of minor fleet vehicles will keep the SIMS folder in a safe location in the cabin of the vehicle, and work from the folder rather than a SIMS board.

Duty Commanders must implement the new procedure as soon as SIMS folders arrive at their work location.

Other drivers of Operational Minor Fleet vehicles should use SIMS worksheet – Appliance – Operational Minor Fleet to guide their inspections of their vehicles. More information on managing Minor Fleet vehicles can be found on the [Minor Fleet](#) toolkits.

Contact Officers: *Daron Lesslie, Manager Equipment Logistics, (02) 9742 7174*
 Fleet Motor Vehicle Officer, (02) 9742 7117

File Reference: *FRN13/2266*

NOTICES

2019/2020 Christmas / New Year Period

The NSW Department of Premier & Cabinet's Memorandum M2019-03 issued on 14 October 2019, advises NSW public sector agencies about public holidays and service delivery requirements for the four years 2019-2022.

The 2019 - 2020 Christmas closedown period is from Monday 23 December 2019 – Friday 3 January 2020 inclusive.

All Administrative/Trades staff are encouraged to maximise the use of Recreational or Flex leave, wherever possible, ensuring front line services are maintained. Staff with excessive leave balances may be directed to take leave during this period. Managers must coordinate with their staff to ensure leave is maximised during this period.

Public Holidays

The public holidays are as follows:

- Wednesday 25 December 2019 Christmas Day
- Thursday 26 December 2019 Boxing Day
- Friday 27 December 2019 Public Service Holiday (Administration & Trades only)
- Wednesday 1 January 2020 New Year's Day

Public Service Holiday

The Public Service Holiday for FRNSW has been determined by the Commissioner as Friday 27 December 2019.

Staff who are directed to work on that day are entitled to be absent from duty on one of the other working days between Boxing Day and New Year's Day without loss of pay.

Where staff are directed to work on all the working days between Boxing Day and New Year's Day, they are entitled to be paid overtime at the 'Public Holiday' rate for work performed on the Public Service Holiday, Friday 27 December 2019.

Part time employees are entitled to be absent on the Public Service Holiday and receive ordinary pay if they would normally have worked on that day. Those who do not normally work on that day are not entitled to compensation.

Concessional Leave

For employees required to work during the closedown period and subject to industrial instruments and FRNSW's operational and staffing requirements, concessional leave will be available to eligible employees for the afternoon of 24 December 2019 (Christmas Eve).

To be eligible for concessional leave, employees must be required to be on duty that morning and must work half the standard full-time daily hours for the employee's category of employment.

Eligible employees who are directed to remain on duty for the full day on Christmas Eve are entitled to a half-day's concessional leave on the afternoon of 31 December 2019 (New Year's Eve).

Provisions for the granting and taking of concessional leave are set out in the *Public Service Industrial Relations Guide*, 6.4 Concessional Leave.

Contact Officer: HR Payroll Help Desk (02) 9265 3900

File reference: D19/79070

New Zone and Area Command Office fax numbers

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, Zone Office and Area Command Office.

As an alternative, new fax numbers based on GoFax service are being arranged.

New fax numbers arranged for Zone Office and Area Command Office are listed below.

Zone	Station	New Fax Numbers
ME1	SYDNEY	0291666300
ME2	CROWS NEST	0291666301
ME3	ASHFIELD	0291666302
MN1	LAMBTON	0291666303
MN2	KARIONG	0288231890
MN3	RUTHERFORD	0291666304
MS1	WOLLONGONG	0291666305
MS2	KOGARAH	0291666306
MS3	ST ANDREWS	0291666307
MW1	HUNTINGWOOD	0291666308
MW2	HARRIS PARK	0291666309
MW3	KATOOMBA	0291666310
RN1	PORT MACQUARIE	0291666311
RN2	BALLINA	0291666312
RN3	TAMWORTH	0291666313
RS1	BATEMANS BAY	0291666314
RS2	GOULBURN	0291666315
RS3	WAGGA WAGGA	0291666316
RW1	DUBBO	0291666317
RW2	BATHURST	0291666318
RW3	LEETON	0291666319

Area	Station	New Fax Numbers
ME	SYDNEY	0291668373
MN	LAMBTON	0291668374
MS	KOGARAH	0291668375
MW	HUNTINGWOOD	0291668376
RN	COFFS HARBOUR	0291668389
RS	QUEANBEYAN	0291668390
RW	DUBBO	0291668391

In case of any enquiry kindly contact:

Service desk (p: x2833 or e: servicedesk@fire.nsw.gov.au)

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.

Training Officer FFIT, Operational Support level 2

Applications are invited from Permanent Firefighters with at least 24 months service from the date of commencement as a Recruit Firefighter for the role of Training Officer FFIT, Operational Support Level 2, Education & Training, Orchard Hills.

Inquiries: Station Officer Andrew Foster on 0417 419 875
Closing date: 15 January 2020
Taleo reference: 00007FYS

Operational Inspector Relieving (4 Positions)

Applications are invited from Permanent Firefighters holding the rank of Inspector or Leading Station Officer for the role of Operational Inspector Relieving. Roles will be based in the GSA.

Inquiries: A/Chief Superintendent Brendan Cox on 0475 963 192
Closing Date: 15 January 2020
Taleo Reference: 00007GGY

Communication and Liaison Specialist (Inspector)

Applications are invited from Permanent Firefighters holding the rank of Inspector or Leading Station Officer for the role of Communication and Liaison Specialist.

Inquiries: Chris Fish on 0408 297 759
Closing Date: 15 January 2020
Taleo Reference: 00007H44

Project Officer, Operational Support Level 2

Applications are invited from Permanent Firefighters with at least 24 months service from the date of commencement as a Recruit Firefighter for the role of Project Officer, Operational Support Level 2.

Inquiries: Chris Fish on 0408 297 759
Closing Date: 15 January 2020
Taleo Reference: 00007H4W

Appointments

Service No.	Name	Position	Effective date
903139	J Hungerford	Community Fire Unit Officer	24 November 2019
7838	A Sinclair	Training Officer Operational Communications	02 December 2019

Promotions

Leading Firefighter to Station Officer

8904	P Weekes	16 July 2019
9140	L Covey	09 May 2019
9024	B Ford	23 May 2019
8605	R Smith	09 July 2019
8943	D Norman	08 October 2019
8846	G Bertoldi	27 June 2019
8198	T Boatwright	02 August 2019
7372	J Parrish	17 July 2019
9277	S Cresswell	08 July 2019
9421	M Carroll	16 July 2019
9093	L Johnston	15 August 2019
9101	T Conn	14 August 2019
8683	K Ross	06 August 2019
9127	G Brady	17 July 2019
8699	M Franklin	21 June 2019
8836	J Boland	20 November 2019
901748	S Tindale	01 May 2019
9423	D D'Agostino	15 June 2019
9404	R Gibb	18 June 2019
8601	T Amos	20 September 2019
8433	J Anthony	19 September 2019
9261	P Darroch	27 August 2019

Senior Firefighter to Leading Firefighter

9032	R Buechner	19 March 2019
7106	B Dowling	28 February 2019

Qualified Firefighter to Senior Firefighter

The notice of promotion for 254067 M Cronin in the Commissioner's Orders 2019/22 should have read:

254067	M Cronin	03 February 2018
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The notice of promotion for 903320 T Cook in the Commissioner's Orders 2019/15 should have read:

903320	T Cook	25 June 2018
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Recruit Firefighter to Firefighter

Class 06/2019

906754	M Bayliss	30 November 2019
906755	R Berwick	30 November 2019
906756	A Bryant	30 November 2019
906757	M Dafter	30 November 2019
906758	L Delander	30 November 2019
906759	K Hollier	30 November 2019
906760	A King	30 November 2019
906761	N King	30 November 2019
906762	R Kirk	30 November 2019
906763	A Le Breton	30 November 2019
906764	E Lister	30 November 2019
906765	J Matterson	30 November 2019
906766	C Mayer	30 November 2019
906767	B McGregor	30 November 2019
906768	N Sands	30 November 2019
906769	I Zivkovich	30 November 2019

New Members Appointed to Brigades

906988	W Hines	Wentworth Falls	15 November 2019
906996	I Circosta	Merriwa	18 November 2019
906998	J Lesleighter	Murwillumbah	18 November 2019
907003	R Hannon	Richmond	19 November 2019
904884	B Palmer	Griffith	20 November 2019
906997	B Hearn	Kiama	20 November 2019
907006	L Campbell	Murwillumbah	21 November 2019
907007	J Robinson	Peak Hill	21 November 2019
906999	C Smith	Minmi	22 November 2019
907004	N Blackwell	Wallerawang	25 November 2019
907002	J Hancock	Wentworth Falls	25 November 2019
907001	M Higgins	Wauchope	27 November 2019
906990	D Torrisi	Bellbird	01 December 2019

Appointment to Engine Keeper

905276	RetF Q Hobbs	Goulburn	01 October 2019
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Appointment to Rank

521860	RetF N Bull	Deputy Captain	Lawson	25 October 2019
252061	RetF M Woloschyn	Captain	Carrington	16 November 2019
900759	RetF J Lomas	Deputy Captain	Warren	25 November 2019

Relinquishment of Rank

521846	RetF T Brown	Retained Firefighter	Lambton	01 December 2019
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Transfers

904307	RetF W Bruce	Richmond	to Salamander Bay	18 December 2019
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Separations

520076	RetF M Murphy	Jerilderie	24 September 2019
903190	RetF D Whittington	Goulburn	15 October 2019
904486	RetF A Sennett	Coolamon	16 October 2019
904619	RetF V Incani	Thredbo	22 October 2019
903761	RetF J Ogilvie	Moama	01 November 2019
521738	RetF P Eveleigh	Morisset	04 November 2019
521672	RetF C Whiles	Junee	07 November 2019
906627	RetF R Grocott	Stockton	15 November 2019

Retirement

466005	DCapt R McLachlan	Tumbarumba	02 November 2019
520226	RetF P MacBeth	Broken Hill	22 November 2019

Honorary List

520076	RetF M Murphy	Jerilderie	25 September 2019
466005	DCapt R McLachlan	Tumbarumba	03 November 2019
520226	RetF P MacBeth	Broken Hill	23 November 2019

ADMINISTRATION AND TRADE NOTICES**Appointments**

Service No.	Name	Position	Effective date
906564	N Heming	Media and Content Officer	30 October 2019
906995	J McKee	Media and Content Officer	28 November 2019
907000	B Gadd	Media and Content Officer	02 December 2019
28011	R Goldsmith	Project Officer Evaluation & RTO	27 November 2019

Paul Baxter
Commissioner
04 December 2019