



Commissioner's Orders

2019/25

18 December 2019

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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POLICIES

Minor Motor Vehicle Policy and Procedures

The FRNSW Minor Motor Vehicle Policy and Procedures has been published on the intranet.

Key points

FRNSW maintains a minor vehicle fleet to support the work of its employees. The purpose of this policy is to ensure that FRNSW complies with the NSW Government Motor Vehicle Operational Guidelines. The Policy and Procedures cover:

- Minor fleet establishment, Specifications for minor fleet vehicles
- Allocation of vehicles
- Use of pool vehicles
- Private use of vehicles
- Maintaining and Servicing minor fleet vehicles
- Fire, damage to, or theft of FRNSW vehicles
- Hiring cars
- Minor Vehicle monitoring and review
- Replacement of tyres in the minor fleet
- Changeover of minor fleet vehicles
- Use of tollways
- Minor fleet operating procedures
- Penalty notices for driving offences
- Running sheets
- Accidents with FRNSW vehicles

Who needs to read the Policy?

All staff, contractors and consultants, and volunteers should read and understand this Policy.

Rescindment

This Policy and Procedure partially rescinds Commissioner's Orders 2018/25 regarding the matters listed above.

Contact Officer: Fleet Administration, (02) 9742 7117 or fleetadmin@fire.nsw.gov.au

File Reference: FRN15/2885

PROCEDURES

Logistics Supporting Plan to the Major Incident Management Plan

The [Logistics Supporting Plan](#) to the [Major Incident Management Plan](#) has been updated and Version 16 has been published on the [Major Incident Management Plans](#) toolkit on the intranet.

Key points

The purpose of the *Logistics Supporting Plan* is to facilitate the logistics support of major incidents from FRNSW facilities.

The revisions to Version 16 include:

- The removal of content related to a field logistics centre, which has become the Field Logistics Centre Supporting Plan.
- Alignment of role positions to the principles of the Inter-service Incident Management System.
- The removal of 1 Amarina Ave as the sole logistics support centre to allow the logistics support role to be undertaken at other FRNSW facilities.

Toolkit

FRNSW's *Major Incident Management Plan*, *Logistics Supporting Plan* and other 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, managing logistics for, and responding to major incidents of all types should read the revised supporting plan.

Rescindments

This supporting plan rescinds:

- Commissioner's Orders 2018-25, 'Logistics Supporting Plan to the Major Incident Management Plan'.
- *Major Incident Management Plan – Logistics Supporting Plan*, Sections 1-7.

Contact Officer: Jeremy Stubbs, Commander Operational Logistics (02) 9742 7136.

File Reference: FRN16/797-008

Field Logistics Centre Supporting Plan to the Major Incident Management Plan

The [Field Logistics Centre Supporting Plan](#) to the [Major Incident Management Plan](#) has been reviewed and the Version 16 has been published on the [Major Incident Management Plans](#) toolkit on the intranet.

Key points

The purpose of the *Field Logistics Centre Supporting Plan* is to facilitate the logistics support of major incidents from a location remote from major FRNSW facilities. This plan

was previously appendix B of the *Logistics Supporting Plan*.

Toolkit

FRNSW's *Major Incident Management Plan*, *Field Logistics Centre Supporting Plan* and other 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, managing logistics for, and responding to major incidents of all types should read the supporting plan.

Rescindments

This supporting plan rescinds:

- Major Incident Management Plan – Logistics Supporting Plan, Appendix B.

Contact Officer: *Jeremy Stubbs, Commander Operational Logistics (02) 9742 7136.*

File Reference: *FRN16/797-008*

New SIMS worksheets for appliances

SIMS worksheets for appliances have been revised to help manage contamination in the workplace. These have been published on the [SIMS appliance worksheets](#) toolkit. Revised SIMS worksheets are:

- [SIMS worksheet, Appliances – Major fleet](#) (Version 10). Revised to update the cleaning and testing of the Cabin Protection System and include cleaning pockets and lockers to help manage contamination.
- [SIMS worksheet, Cabin inventory check](#) (Version 06). Revised to list the inventory of the After-Incident Kit which includes the new *Community support information* card being distributed by Health & Safety.
- [SIMS worksheet, Tyres](#) (Version 02). Updates to the inspection procedure for general tyre condition.
- [SIMS worksheet, Trailers](#) (Version 04). Revised to include a cleaning procedure to help manage contamination.

Station Commanders must print out the new SIMS worksheets relevant for their station, remove the old worksheets from the station SIMS board and replace them with the new worksheets.

New SIMS worksheets will be distributed with SIMS calendars for 2020.

Contact Officers: *Daron Lesslie, Manager Equipment Logistics, (02) 9742 7174*
 Michael Phillips, Fleet Manager (02) 9742 7122

File Reference: *FRN13/2266 and FRN13/373*

SIMS rollover for 2020

SIMS calendars for 2020 have been developed and published to the [SIMS calendars](#) toolkit on the Intranet.

All calendars have been revised so that fortnightly checks are conducted on a fifteen-day cycle, and 4-week and monthly checks are conducted on a thirty-one-day cycle. This ensures checks are rotated between all shifts on the twenty-four-hour roster.

Who needs to read this instruction?

All firefighters and all Zone and Area Command staff.

Procedure for SIMS calendars

On 1st January 2020, SIMS calendars for 2019 should be removed from the SIMS board, or SIMS folder for those appliances that have one, and filed in the Station.

SIMS calendars for 2020 should then be loaded into the SIMS board or folder. Hardcopies will be distributed to fire stations and Zone offices for Duty Commanders. Alternatively, all SIMS calendars can be found on the [SIMS calendar](#) toolkit.

Old SIMS calendars and other completed documents such as Defect Report sheets must be filed in the station for a period of seven years. Duty Commanders should file old SIMS calendars according to [Work instruction, SIMS for operational minor fleet](#). For more information, refer to the [Records Management Policy](#) and the procedures on the [Records management](#) toolkit.

New SIMS worksheets for equipment

SIMS worksheets for equipment have been revised both to help manage contamination in the workplace and as part of a general update of SIMS. These have been published on the [SIMS equipment worksheets](#) toolkit. Revised SIMS worksheets are:

- [SIMS worksheet, Remote access pack, Attack pack, and Lay pack](#) (Version 04). Highlights:
 - New attack and lay packs.
 - Cleaning after use to manage contaminants.
- [SIMS worksheet, Air bags – High pressure – 8 bar](#) (Version 03). Highlights:
 - Cleaning after use to manage contaminants.
 - Clarified inspection requirements.
 - Different inventory listed for Technical Rescue and USAR 1.
- [SIMS worksheet, Air bags – High pressure – 12 bar](#) (Version 01). Highlights:
 - New equipment only issued to some Heavy Rescue appliances.
 - Cleaning after use to manage contaminants.
- [SIMS worksheet, Air bags – Low pressure](#) (Version 02). Highlights:
 - Cleaning after use to manage contaminants.
- [SIMS worksheet, Branches](#) (Version 03). Highlights:
 - Cleaning after use to manage contaminants.

- Inclusion of Protek branches.
 - Clarification of allowed station repairs and spare parts.
 - Inclusion of information on compatible parts for different brands of branches.
 - Returning old but still serviceable items to IWD for redistribution when new branches are ordered.
- [SIMS worksheet, Chain puller](#) (Version 02). Highlights:
 - Cleaning after use to manage contaminants.
 - Updated inventory for Heavy Rescues.
- [SIMS worksheet, Defibrillator – Zoll AED Plus](#) (Version 03). Highlights:
 - Clarification of event data upload procedures.
- [SIMS worksheet, Electrical leads and electrical equipment](#) (Version 05). Highlights:
 - Cleaning after use to manage contaminants.
 - Inspection procedure updated.
 - Doctrine resources updated.
- [SIMS worksheet, Electrical safety kit](#) (Version 06). Highlights:
 - Cleaning after use to manage contaminants.
- [SIMS worksheet, Emergency medical treatment pack](#) (Version 06). Highlights:
 - Removal of cervical collars.
- [SIMS worksheet, EMT Pack – Minor Fleet Vehicles](#) (Version 02). Highlights:
 - General update.
- [SIMS worksheet, Extinguishers](#) (Version 04)
 - Cleaning after use and prior to refilling.
 - Referencing the servicing and filling of extinguishers which is now through ESCAT.
- SIMS worksheet, Flood rescue – Land-based rescue equipment (Version 03)
- SIMS worksheet, Flood rescue – Personal issue PPE (Version 02)
- [SIMS worksheet, Flood rescue – Water-based rescue equipment](#) (Version 04). Highlights:
 - Updated procedure for cleaning after use to manage contaminants.
 - Revised deflation procedure for rafts. Do not use a vacuum for deflating.
 - Changes to contact details.
- [SIMS worksheet, Foam gear – Eductors and foam](#) (Version 05)
 - Cleaning after use to manage contaminants.
- [SIMS worksheet, Ground monitor – Single inlet](#) (Version 02)
 - Cleaning after use to manage contaminants.
 - General revision and updated contact details.

- [SIMS worksheet, Litter wheel – Mule II and Tirol](#) (Version 01)
 - New equipment.
 - Cleaning after use to manage contaminants.
- [SIMS worksheet, Thermal lance](#) (Version 02). Highlights:
 - Cleaning after use to manage contaminants.
 - Updated and more detailed procedures.
 - Updated PPE requirements.

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 or folder.
- 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.

Rescinded doctrine

In Orders 2009/12, 'Fire extinguisher repairs and recharging', In Orders 2010/11, 'Fire extinguisher repairs and recharging – change of contact details' are rescinded by SIMS worksheet, Extinguishers (Version 04) and by the ESCAT listing for extinguisher servicing.

The following SIMS worksheets are rescinded as they have been updated:

- SIMS worksheet, Appliances (Version 09)
- SIMS worksheet, Cabin inventory check (Version 05)
- SIMS worksheet, Tyres (Version 01)
- SIMS worksheet, Trailers (Version 03)
- SIMS worksheet, Remote access pack, Attack pack, Lay pack (Version 03)
- SIMS worksheet, Air bags – High pressure – 8 bar (Version 02)
- SIMS worksheet, Air bags – Low pressure (Version 01)
- SIMS worksheet, Branches (Versions 01 and 02)
- SIMS worksheet, Chain puller (Version 01)
- SIMS worksheet, Defibrillator – Zoll AED Plus (Version 02)
- SIMS worksheet, Electrical leads and electrical equipment (Version 04)
- SIMS worksheet, Electrical safety kit (Version 05)
- SIMS worksheet, Emergency medical treatment pack (Version 05)
- SIMS worksheet, EMT Pack – Minor Fleet Vehicles (Version 01)
- SIMS worksheet, Extinguishers (Version 03)
- SIMS worksheet, Flood rescue – Land-based rescue equipment (Version 02)
- SIMS worksheet, Flood rescue – Personal issue PPE (Version 01)
- SIMS worksheet, Flood rescue – Water-based rescue equipment (Version 03)
- SIMS worksheet, Foam gear – Eductors and foam (Version 04)
- SIMS worksheet, Ground monitor – Single inlet (Version 01)
- SIMS worksheet, Thermal lance (Version 01)

SIMS contact

If you have any queries about SIMS documentation for 2019, contact the Equipment Logistics on (02) 9742 7174, (Pabx) 7055, or email Equipment.Logistics@fire.nsw.gov.au

Contact Officer: Daron Lesslie, Manager Equipment Logistics, (02) 9742 7174

File Reference: FRN13/2266 and NFB/04729

TRAINING

Applications for Catalyst Leadership Development Program

Applications are being called for the Phase Two Pilot of the Catalyst Leadership Development Program. Closing date for applications is midnight on **14 February 2020**.

The application form and further information can be accessed through the FRNSW intranet <http://intranet.nswfire.nsw.gov.au/toolkit/organisation-wide/leadership/catalyst-leadership-development-program>

Catalyst is a new leadership development program that is being developed to identify, encourage and support our high potential, and capable people that display the aspiration, capability and engagement to step up to higher leadership roles.

You'll need to be self-driven and passionate about developing your career in Fire and Rescue NSW. It will be both challenging and rewarding, it will require your commitment to take responsibility for your own development and make an investment in your future.

This Phase of the Pilot is open to permanent firefighters holding the substantive rank of Station Officer to Superintendent and permanent (ongoing) Admin/Trade staff holding the substantive grade of Clerk 7/8 to Clerk 11/12 (or equivalent).

Before applying you should have a conversation with your supervisor about your interest in applying for the Catalyst Program and seek their support.

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

Contact Officer: Chief Superintendent Wayne Phillips, Inclusion and Organisational Development, 0428 653 332

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.

Chief Superintendent HR Capability, Planning & Staffing

Applications are invited from Officers holding the rank of Chief Superintendent and Superintendent for the role of Chief Superintendent HR Capability, Planning & Staffing, People and Culture.

Inquiries: Michael Baldi, Executive Director People and Culture on 02 9265 2623
Closing date: 15 January 2020
Taleo reference: 00007HW3

Operational Support Inspector (Team Leader CLM Officer Development)

Applications are invited from Permanent Firefighters holding the rank of Inspector and Leading Station Officer for the role of Operational Support Inspector (Team Leader CLM Officer Development), Education and Training.

Inquiries: Superintendent Mark Reilly, Manager Command Leadership Management on 0427 284 365
Closing Date: 15 January 2020
Taleo Reference: 00007HKI

Relieving Response Coordinator, Operational Communications (2 positions)

Applications are invited from Permanent Firefighters holding the rank of Inspector and Leading Station Officer for the role of Relieving Response Coordinator, Operational Communications (2 positions).

Inquiries: Chief Superintendent Philip Lindsay on 0439 846 618
Closing Date: 15 January 2020
Taleo Reference: 00007GAL

Appointments

Service No.	Name	Position	Effective date
8454	J Latta	Operator, Newcastle Communication Centre	06 December 2019

Promotions

Station Officer to Leading Station Officer

7742	R Bramich	01 June 2019
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New members appointed to Brigades

907005	J Morrison	Gulgong	22 November 2019
907009	B Casey	Walcha	25 November 2019
907010	B Turner	Warialda	25 November 2019
906184	H Whitehead	Port Macquarie	28 November 2019
907008	M Nies	Stockton	28 November 2019
907015	B Merrick	Singleton	29 November 2019
907011	T Sinclair	Morisset	01 December 2019
907013	B Lynch	Goulburn	01 December 2019
907016	P Apps	Forbes	01 December 2019
907018	M Wilson	Kandos	02 December 2019
907017	C Levick	Wentworth Falls	03 December 2019
907019	D Henderson	Thirroul	04 December 2019
907022	B Hayes	Toukley	09 December 2019
907038	B McMillan	Young	15 December 2019

Appointment to Engine Keeper

902682	RetF S Harvey	Molong	13 September 2019
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Appointment to Rank

904483	RetF L Walsh	Deputy Captain	Saratoga	20 November 2019
903782	RetF D Doidge	Deputy Captain	Wentworth	05 December 2019

Transfers

903952	RetF L Crum	Young	to	Lithgow	14 November 2019
520217	RetF T Lang	Lawson	to	Wentworth Falls	06 December 2019

Separations

903212	RetF R Duggan	Denman	07 November 2019
904381	RetF G Gerdes	Sawtell	07 November 2019
906534	RetF F Ewan	Laurieton	12 November 2019
231040	RetF S White	Delroy	15 November 2019
521303	RetF T Clouston	Rhodes	29 November 2019

Retirements

6218	SO M Castelli	08 January 2020
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Honorary List

231040	RetF S White	Delroy	16 November 2019
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ADMINISTRATION AND TRADE NOTICES**Appointments**

Service No.	Name	Position	Effective date
904855	D Fonseca	Business Analysis and Reporting Officer	29 November 2019

Paul Baxter
Commissioner
18 December 2019