

Commissioner's Orders



19 December 2017

2017/25

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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HONOURS

Commissioner's Unit Commendation for Courageous Action

For actions at a sodium fire at Jemalong on 13 June 2016:

259010 Deputy Captain Gregory Nagle

Commissioner's Unit Commendation for Meritorious Service

For contributing to the Home Fire Safety Checks Program:

6432 Station Officer William Spek
8905 Leading Firefighter Conrad Walsh
8093 Station Officer Jeremy Cohen
7485 Senior Firefighter Paula Raat
8313 Senior Firefighter Melanie Rebane
900808 Kamil Singh

Amendment

The following Honour published in Commissioner's Orders 2017/21 on 25 October 2017 was incorrect and is now retracted:

Commissioner's Unit Commendation for Courageous Action

259025 Deputy Captain Christopher Nagle

POLICIES

Firefighter Maternity Management Policy

The [Firefighter Maternity Management Policy](#) has been published on the [Equity, Diversity & Inclusion](#) toolkit on the intranet.

Key points

- This policy provides the framework under which Fire & Rescue NSW (FRNSW) manages permanent and retained firefighter pregnancy, parental leave provisions and related return to work processes.
- This policy outlines employer and employee obligations to minimise inherent health risks, during and post pregnancy, for female firefighters. It includes leave provisions and entitlements for firefighters during pregnancy and pre and post maternity leave, as well as accessing other types of parental leave, including assisted conception, altruistic surrogacy and adoption processes.

Who needs to read the policy?

All staff involved who manage and lead firefighters, including Station Commanders, Duty, Zone and Area Commanders, all other Supervisors of Operational Staffing, administration personnel including HR and Safety & Health staff and all firefighters who are considering pregnancy (or who are currently pregnant) should become familiar with this policy.

Rescindment

This policy rescinds the *Maternity Management Protocol, In Orders 1990/15*.

Contact Officer: Sonja Braidner, Diversity Coordinator, 02 9265 3912
File Reference: FRN16/2415

Data Management Policy

The [Data Management Policy](#) has been published and the [Data Management toolkit](#) has been developed to support its implementation.

Key points

- Data is a valuable asset, one which assists FRNSW to identify and fulfil its strategic objectives. FRNSW operates in a complex data-oriented environment that requires those who are responsible for creating, collecting and managing data to do so in a systematic, planned and managed way.
- This policy outlines a set of principles, functions and common roles and responsibilities which will form a framework to manage data consistently and achieve our requirement to have accurate, reliable, high-quality data readily available to provide information and knowledge to end users.

Who needs to read the policy?

This Policy applies to all FRNSW staff, including contractors and consultants, who are involved in entering, managing, accessing and using data owned or managed by FRNSW.

Rescindment

This policy rescinds the *Information Management Policy, In Orders 1996/11 with amendments*.

*Contact Officer: Megan Dodd, Principal Analyst Data Governance & Business Intelligence,
02 9265 3929*

File Reference: CG03-011

PROCEDURES

2018 SIMS release

SIMS calendars for 2018 have been developed and published to the [SIMS calendars toolkit](#) on the Intranet. Hardcopies will be distributed to fire stations.

Who needs to read this instruction?

All firefighters and all Zone and Area Command staff.

Procedure for SIMS calendars

On 1st January 2018, SIMS calendars for 2017 should be removed from the SIMS board and filed in the Station.

SIMS calendars for 2018 should then be loaded into the SIMS board. All SIMS calendars can be found on the [SIMS calendars](#) 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. For more information, refer to the [Records Management Policy](#) and the procedure in [NSW Fire Brigades Records Retention and Disposal: Zone Office and Station Records](#).

New worksheets

The 2018 rollout includes the following new and revised SIMS worksheets:

- [Appliances](#) (Version 08)
 - Modify the cabin protection system test to a requirement to flush and test the system weekly.
- [Extinguishers](#) (Version 03)
 - Remove foam extinguishers.
- [TAF 20](#) (Version 01)
 - New worksheet for this appliance.
- [Vehicle stabilisation kit: Stabfast and Holton Foot](#) (Version 01)
 - Adds the Stabfast to the vehicle stabilisation kit inspection.
- [Air bags: High pressure airbags](#) (Version 02)
 - Now includes all high pressure airbags to expand scope to USAR and TRV equipment.
- [Battery change: Six monthly and annual battery replacement](#) (Version 02)
 - General update of listed equipment
 - Add check of Knucklehead torch after use.
- [Ladders: Extension ladder and folding access ladder](#) (Version 02)

- Added Waku TL 14 ladder stowed on some aerial appliances.

- [Salvage pumps](#) (Version 03)
 - Add annual maintenance of the water turbine.

- [Hilti electric breaker](#) (Version 01)
 - New sheet for equipment installed on USAR appliances.

- [Search kit – Hasty](#) (Version 01)
 - New worksheet for equipment installed on USAR, TRV and some Heavy Rescue appliances.

- [Hammer drill: Hilti combi-hammer drill and bolt anchors](#) (Version 04)
 - Remove SafeRings from inventory.
 - Add fixed hangers to the inventory.

- [Cordage: Vortex artificial high directional](#) (Version 01)
 - New worksheet for the Vortex, which replaces the Larkin Frame.

- [Blocks: Standard wooden block set](#) (Version 02)
 - Removed step blocks (now on optional rescue sets worksheet).
 - Updated inventory and aligned ESCAT listings with block listings on the SIMS worksheet.

- [Blocks: Optional rescue sets](#) (Version (02))
 - Added step blocks.
 - Added Acrow prop base block set.
 - Updated inventory and aligned ESCAT listings with block listings on the SIMS worksheet.

- [Non-contact AC voltage detectors: GLM Mini Rescue and Modiewark Rescue FR30](#) (Version 01)
 - A new worksheet which covers both non-contact voltage detectors on issue.

- [Electrical leads and electrical equipment](#) (Version 04)
 - Scope now includes station equipment.
 - Reporting arrangements updated.
 - Test and tag check changed so that tags are checked that they are within the due date.
 - Equipment failure procedure added.

- [Electrical safety kit](#) (Version 05)
 - Modiewark Rescue FR30 included.
 - Electrical insulating gloves are now replaced 24 months after the date of manufacture, or 12 months after entering service, whichever is soonest.

- [Cabin inventory check](#) (Version 04)
 - After Incident Kit added.

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.

Rescinded worksheets

The following SIMS worksheets are rescinded:

- *Appliances* (Version 07)
- *Extinguishers and fire blankets* (Version 02)
- *Air bags: High pressure airbags* (Version 01)
- *Battery change: Six monthly and annual battery replacement* (Version 01)
- *Ladders: Extension ladder and folding access ladder* (Version 01)
- *Salvage pumps* (Version 2)
- *Hammer drill: Hilti combi-hammer drill and bolt anchors* (Version 03)
- *AC voltage detector: GLM Mini Rescue* (Version 03)
- *Electrical safety kit* (Version 04)
- *Cabin inventory check* (Version 03)
- *Electrical leads and electrical equipment* (Version 03)

SIMS contact

If you have any queries about SIMS documentation for 2017, contact the Equipment Management Unit on (02) 9742 7174, or email Equipment.Logistics@fire.nsw.gov.au

Contact Officer: Daron Lesslie, Acting Manager Equipment Management Unit, Greenacre, (02) 9742 7174

File Reference: FRN13/2266, NFB/04729 and FRN13/244-017

GENERAL

Long Service Leave Ballot Applications 2018/2019

1. Call for applications

In accordance with procedure for *Long Service Leave quotas for permanent firefighters during peak holiday periods*, long service leave applications for periods that fall in peak holiday periods in 2018/2019 are now called for from Inspectors, Station Officers and Firefighters.

2. Dates of peak periods

The following dates for the year 2018/2019 are classified as peak periods:

30 March 2018 to 6 April 2018	Easter
14 April 2018 to 30 April 2018	Autumn School Holidays – Term 1
7 July 2018 to 22 July 2018	Winter School Holidays – Term 2
29 September 2018 to 14 October 2018	Spring School Holidays – Term 3
28 October 2018 to 3 November 2018	APES Games
22 December 2018 to 29 January 2019	Christmas/New Year and Summer Holidays – Term 4

3. Closing date for applications

[Long service leave application forms](#) are available on the Station Portal and are to be submitted to your Area Command or Assistant Director.

The closing date for applications is Friday 2 February 2018.

Contact Officer: Your Zone Commander or Manager

File Reference: NFB/00686

PERMANENT 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.

Firefighters (transfer to Armidale/Broken Hill/Moree)

Applications are invited from firefighters holding the ranks Firefighter, Qualified Firefighter, Senior Firefighter or Leading Firefighter to transfer to Armidale, Broken Hill or Moree Fire Station.

Inquiries: Superintendent Adam Dewberry on 0407 154 816

Closing Date: 10 January 2018

Taleo Reference: 00005U83

Leading Station Officer Program – Metropolitan Operations

Applications are invited from Station Officers for the Leading Station Officer Program in accordance with Clause 13.9 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2017*.

Who can Apply:

To be eligible to apply, candidates must have at least 12 months' service as a Station Officer as of the closing date for applications and meet the following requirements:

Metropolitan North 3 – 2 positions

- Candidates must be attached to a station in the Maitland Transfer Register Area

Inquiries: Acting Chief Superintendent Brendan Cox, 9265 2830

Closing Date: 31 January 2018

Taleo Reference: 00005UOP

Leading Station Officer Program – Regional Operations

Applications are invited from Station Officers for the Leading Station Officer Program in accordance with Clause 13.9 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2017*.

Who can Apply:

To be eligible to apply, candidates must have at least 12 months' service as a Station Officer as of the closing date for applications and meet the following requirements:

Regional North 1 – 2 positions

- Candidates must be attached to Coffs Harbour Fire Station (1 position)
- Candidates must be attached to Port Macquarie Fire Station (1 position)

Regional North 2 – 2 positions

- Candidates must be attached to Lismore Fire Station (1 position)
- Candidates must be attached to Tweed Heads Fire Station (1 position)

Regional North 3 – 3 positions

- Candidates must be attached to Tamworth Fire Station

Regional West 1 – 1 position

- Candidates must be attached to Dubbo Fire Station

Regional West 2 – 2 positions

- Candidates must be attached to Bathurst Fire Station (1 position)
- Candidates must be attached to Orange Fire Station (1 position)

Inquiries: Acting Chief Superintendent Brendan Cox, 9265 2830

Closing Date: 31 January 2018

Taleo Reference: 00005UOU

Promotions**Station Officer to Leading Station Officer**

7774	W Schweickle	13 September 2017
8156	N Andronicos	3 October 2017

The notice for promotion of 7002 P Etienne from Station Officer to Leading Station Officer in the Commissioner's Orders 2017/24 should have read:

7002	P Etienne	30 September 2017
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Senior Firefighter to Leading Firefighter

8551	M Nairn	16 September 2017
9147	J Forde	15 September 2017
9168	M Gates	6 September 2017

Separations**Retirements**

5346	SF W Anderson	15 December 2017
6519	SF M Goffett	4 August 2017
6703	SF G Arentz	21 November 2017

RETAINED FIREFIGHTERS NOTICES

New members appointed to Brigades

905671	J Klempfner	Bundeena	20 September 2017
905719	N Sloan	Bowral	22 November 2017
902011	T Cairnduff	Bowral	23 November 2017
905763	T Lea	Helensburgh	4 December 2017
905760	B Marshall	Helensburgh	4 December 2017
905742	S Trivett	Corrimal	4 December 2017
905761	D Hellier	Toronto	6 December 2017
905757	S Lamb	Wyang	6 December 2017
905759	J Mackaway	Wyang	7 December 2017
905766	B Kerney	Kandos	11 December 2017
905764	K Scifleet	Broken Hill South	12 December 2017

Appointment to Rank

521794	DCapt M Redmond	Captain	Brewarrina	16 November 2017
900869	RetF W Goodwin	Deputy Captain	Kyogle	1 December 2017

Amendments to Commissioner's Orders 2017/24 should have read:

454011	DCapt I Smith	Captain	Tarro	10 November 2017
252066	DCapt C Parsons	Captain	Cardiff	27 November 2017

Relinquish of Rank

901214	RetF N Guttridge	Deputy Captain	Thredbo	15 December 2017
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Transfers

901189	RetF W Pringle	Broken Hill	to	Boggabri	1 December 2017
904998	RetF M Routledge	Corrimal		Thirroul	1 December 2017
522188	RetF M Newton	Tamworth		Port Macquarie	2 December 2017
905012	RetF J Sadler-Barker	Salamander Bay		Lambton	4 December 2017

Separations

903285	RetF M Wright	Teralba	2 November 2017
904407	RetF C Downing	Warren	5 November 2017
521788	RetF C George	Moruya	12 November 2017
481014	RetF G Hoare	Walcha	15 November 2017
901431	RetF B Gale	Murwillumbah	20 November 2017
521936	DCapt J Viles	Merewether	30 November 2017
521455	RetF M Petersen	Salamander Bay	2 December 2017
902358	RetF A Cocks	Salamander Bay	8 December 2017

Retirement

269029	RetF G Stokoe	Corrimal	1 December 2017
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Honorary

481014	RetF G Hoare	Walcha	16 November 2017
269029	RetF G Stokoe	Corrimal	1 December 2017

ADMINISTRATION AND TRADE NOTICES**Appointment**

Service No.	Name	Position	Effective date
30203	C Fish	Manager Strategic Communication & Marketing	11 December 2017

Paul Baxter
Commissioner
19 December 2017