



Commissioner's Orders

2018/25

19 December 2018

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

PROCEDURES	2
2019 SIMS release	2
Logistics Supporting Plan to the Major Incident Management Plan	6
Minor fleet establishment	7
Specifications for minor fleet vehicles	7
Allocation of vehicles	8
Use of pool cars	12
Private use of vehicles	13
Maintaining and Servicing minor fleet vehicles	17
Fire, damage to, or theft of FRNSW vehicles	19
Hiring cars	19
Minor Vehicle monitoring and review	20
Replacement of tyres in the minor fleet	20
Changeover of minor fleet vehicles	21
Use of tollways	22
Minor fleet operating procedures	23
Penalty notices for driving offences	23
Ethanol fuel for minor fleet vehicles	24
Running sheets	25
Accidents with FRNSW vehicles	26
FIREFIGHTER NOTICES	29
Vacancies	29
Promotions	30
Separations	30
Retirements	30
New members appointed to Brigades	31
Relinquishment of Rank	31
Appointment to Rank	31
Transfers	31
Honorary List	31
ADMINISTRATION AND TRADE NOTICES	32
Appointments	32

PROCEDURES

2019 SIMS release

SIMS calendars for 2019 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 2019, SIMS calendars for 2018 should be removed from the SIMS board or SIMS folder for those appliances that have one and filed in the Station.

SIMS calendars for 2019 should then be loaded into the SIMS board or folder. Hardcopies will be distributed to fire stations. Alternatively, 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 2019 rollout includes the following new and revised SIMS worksheets:

- [Appliances](#) (Version 09)
 - Modify the cabin protection system test to a requirement to flush and test the system weekly.
 - Clarify requirements to keep the cabin clean.
- [Cabin inventory check](#) (Version 05)
 - Clarify requirements to keep the cabin clean.
 - Send tabards, safety vests and raincoat to laundry.
- [Carpenter's kit](#) (Version 01)
 - New worksheet for TRV and USAR appliances.
- [Chainsaws - Husqvarna 376 and 572](#) (Version 03)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Core drill – Redmax](#) (Version 02)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Core drill - Stihl BT 45](#) (Version 02)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Defibrillator - Zoll AED 3](#) (Version 01.1)
 - New equipment.

- [Draeger Self-contained breathing apparatus](#) (Version 02)
 - Include PSS5000 airset.
- [Extension facemask](#) (Version 06)
 - Remove MSA equipment and contact details. Revise the pressure test for extension airlines and aerial appliances.
- [Finger kit](#) (Version 05)
 - Remove glass cutter from inventory. Add disinfection procedure and stowage of clean/sterile items in a Ziplock-style bag.
- [Generator - Honda Eu20i](#) (Version 03)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Generator - Honda Eu65](#) (Version 02)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Generator - Honda Powerlite PH033](#) (Version 04)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Generator - Kipor 1 kVA](#) (Version 04)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Generator - Yamaha Powerlite 1kVA](#) (Version 04)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Hand tool kit](#) (Version 02)
 - Update inventory and contact details.
- [Hose](#) (Version 03)
 - Add repaired length must be minimum of 25 m. Update contact details.
- [Hydraulics – Holmatro 2035 PVU pump with Robin engine](#) (Version 03)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Hydraulics – Petrol-powered pump - PU30](#) (Version 02)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Hydraulics – Petrol-powered pump - SR 20](#) (Version 02)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Hydraulics – TPU 15 petrol pump](#) (Version 03)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Ladders: Extension ladder and folding access ladder](#) (Version 04)
 - Remove from service Waku TL 14 access ladder stowed on some aerial appliances.
 - Addition of a warning that only one person at a time may use folding access ladders.
- [Non-contact AC voltage detectors: GLM Mini Rescue and Modiewark Rescue FR30](#) (Version 02)
 - Simplify the challenge test.
- [Personal flotation devices](#) (Version 03)
 - PFDs must be dry before stowing or transporting.
- [Patient protection kit](#) (Version 03)
 - Change mention of 'Instrumax Pink' to 'BA disinfectant', and update contact details.
- [Personal protective equipment – Firefighting and duty wear](#) (Version 06)
 - New structure gloves, new flash hood, upgrade the requirement to launder when contaminated (eg, smelling of smoke), add inspection of torch battery compartment, and add Ekko wipes to PPE kit bag.
- [PPE Set – Appliance](#) (Version 03)
 - Fortnightly schedule, and add cleaning requirements.

- [Portable pump – Davey or Aussie](#) (Version 03)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Positive pressure ventilator: Petrol-powered – Unifire](#) (Version 02)
 - Check for clean fuel, inspect starter cord and update contact details. Clarify cleaning requirements.
- [Power saws - Partner K650 – Husqvarna Partner K750 – Husqvarna K760](#) (Version 04)
 - Check for clean fuel, inspect starter cord and update contact details.
- [Stretchers – Basket stretcher and spine board](#) (Version 02)
 - Update cleaning procedure and contact details, and to rescind *Stretchers – Basket stretcher* (Version 01) only as that subject matter is covered by this worksheet.

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 worksheets

The following SIMS worksheets are rescinded:

- *Appliances* (Version 08)
- *Cabin inventory check* (Version 04)
- *Chainsaws – Husqvarna 376 and 572* (Version 02)
- *Core drill – Redmax* (Version 01)
- *Core drill – Stihl BT 45* (Version 01)
- *Draeger self-contained breathing apparatus* (Version 01)
- *Extension facemask* (Version 05)
- *Finger kit* (Versions 03 and 04)
- *Generator – Honda Eu20i* (Version 02)
- *Generator – Honda Eu65* (Version 01)
- *Generator – Honda Powerlite PH033* (Version 03)
- *Generator – Kipor 1 kVA* (Version 03)
- *Generator – Yamaha Powerlite 1kVA* (Version 03)
- *Hand tool kit* (Version 01)
- *Hose* (Version 02)
- *Hydraulics – Holmatro 2035 PVU pump with Robin engine* (Versions 01 and 02)
- *Hydraulics – Petrol-powered pump - PU30* (Version 01)
- *Hydraulics – Petrol-powered pump - SR 20* (Version 01)

- *Hydraulics – TPU 15 petrol pump (Version 01 and 02)*
- *Ladders: Extension ladder and folding access ladder (Versions 02 and 03)*
- *Life jackets (Version 02)*
- *Non-contact AC voltage detectors (Version 01)*
- *Patient protection kit (Version 02)*
- *Personal protective equipment – Firefighting and duty wear (Version 05)*
- *Portable pump – Davey or Aussie (Versions 01 and 02)*
- *Positive pressure ventilator: Petrol powered – Unifire (Version 01)*
- *Power saws: Partner K650, Husqvarna Partner K750, Husqvarna K760 (Versions 032 and 03)*
- *Stretchers – Basket and spine board (Version 01)*
- *Stretchers – Basket stretcher only (Version 01)*

SIMS contact

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

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

File Reference: FRN13/2266, NFB/04729 and FRN13/244-018

Logistics Supporting Plan to the Major Incident Management Plan

The [Logistics Supporting Plan](#) (Version 15) to the *Major Incident Management Plan* has been published on the [Major Incidents Management Plans](#) toolkit on the intranet.

Key points

- The Logistics Supporting Plan is used by the Logistics Support Directorate to manage logistics arrangements during major incidents.
- The plan also contains the Major Field Operations Centre Plan for occasions requiring significant deployment of strike teams when it is necessary to move deployment away from the Greenacre Head Office site.

Key Changes

- Relocation of the Major Field Operations Centre to the FRNSW and Emergency Services Training Academy
- Revision of specific roles and functions for key resources
- Updated contact information for resources and personnel

Who needs to read the plan?

All staff involved in planning for and managing major incidents should read this plan, including Logistics Support staff, Area and Zone management teams, Incident Management Teams and Strategic Operations Centre staff.

Rescindment

This plan rescinds the *Major incident management plan – Logistics supporting Plan (Version 14)*

Contact Officer: Terry Farley, Commander Operational Logistics, 02 9742 7136
File Reference: FRN16/797-008

Minor fleet establishment

This instruction rescinds In Orders 2007/16, *Minor fleet establishment*.

1 Establishment Register

- 1.1 The Director Fleet has responsibility for overall fleet management. The Fleet Management Unit maintains a Fleet Management system which identifies the vehicle specifications, business unit allocation, date of acquisition and other necessary details. The Fleet Management Unit is responsible for the payment of all routine operational costs.

2 Changes to the establishment

- 2.1 Changes to overall vehicle numbers can only be approved by the Commissioner.

3. Ordering and change-over of vehicles

- 3.1 Vehicles are to be changed over in line with the Capital Projects Fleet Replacement Program.
- 3.2 The Fleet Management Unit will, from information provided on the running sheets, estimate the time required to organise the replacement of a vehicle. The FRNSW replacement program aims to replace vehicles within their warranty period.
- 3.3 Replacement vehicle types and equipment installed on vehicles will be as defined in the Minor Fleet Functional Specification and Response Levels document and sourced from the NSW Government Motor Vehicle Prequalification Scheme (SCM0653)

Specifications for minor fleet vehicles

This instruction rescinds In Orders 2007/16, *Specifications for minor fleet vehicles*

1 Policy

- 1.1 The Director Fleet reviews vehicle specifications and proposed changes to fleet establishment to ensure they remain relative and effective for the operational applications of FRNSW requirements.
- 1.2 Models and types of vehicles for both operational and non-operational use are determined by the Fleet Management Unit in line with the Minor Fleet Functional Specification and Response levels as well as government policy. Vehicles will only be approved in accordance with these specifications.
- 1.3 Where a business unit would like to include non-standard features, or request to upgrade a vehicle, a Business Case signed by the relevant Director needs to be provided to the Director Fleet for consideration.

- 1.4 Auxiliary equipment such as two-way radios and mobile telephones must only be fitted by NSWFB electrical contractors in line with FRNSW specifications.
- 1.5 To facilitate effective fleet management, personal choice in vehicle fittings will not be accommodated before or after delivery, except on the basis of accommodating a disability.

2. Vehicle fit-out, colours and markings

- 2.1 All vehicles allocated to operational personnel will be red or white in colour and fitted with standard permanent FRNSW logos, striping, roof mounted warning lights and siren. These are referred to as *operational vehicles*.
- 2.2 Some vehicles will be fitted with concealed sirens, magnetised flashing lights and a dash-mounted strobe light. On the exterior they will have striping and permanent FRNSW logos. These are referred to as *operationally capable vehicles*.
- 2.3 Service vehicles used by IT, Communications, Properties and other Business Units that are not used for Operational Response will have permanent FRNSW logos however will not be fitted with lights and sirens. These are referred to as *non-operational vehicles*.
- 2.4 The only exceptions to 2.1 to 2.3 above are:
 - the Commissioner
 - Senior Executive Service personnel with a vehicle on salary sacrifice,
 - Chief Superintendents, and
 - the Chaplain.

These personnel may elect to use a magnetic roof mounted light and dash mounted strobe, if desired. Chief Superintendents and the Chaplain will have the FRNSW logo permanently fitted beneath their vehicles' wing mirrors which will then classify their vehicles as *marked* for Fringe Benefits Tax and toll exemption purposes.

Refer FRNSW functional requirements and Allocation Response Level documents for specific guidelines.

Allocation of vehicles

This instruction rescinds In Orders 2007/16, *Allocation of vehicles*.

1 Application

- 1.1 This policy applies to all employees who are allocated vehicles except those who hold a vehicle as part of a salary package.

2. Allocation is to positions

- 2.1 Vehicles are allocated to positions or a vehicle pool, not individuals, to facilitate effective and efficient discharge of duties. The vehicle allocation requirements are identified in the allocation matrix.
- 2.2 If the holder of a position changes, any vehicle allocated to the position remains with the position.

3. Vehicles must be available

- 3.1 Vehicles must be available for use for official purposes at all times.
- 3.2 Vehicles must be available for business use by other employees during business hours, where the vehicle is not required by the person allocated the vehicle.
- 3.3 If an employee is not replaced while on leave, the vehicle must be returned to the workplace location for the duration.
- 3.4 During an operational emergency, vehicles will be allocated according to operational requirements. When a vehicle is required for operational use, the employee must relinquish it immediately and, if required, deliver it to a specified location.

Allocation Matrix

The previous sections are examples whereby a position-holder may be allocated or use a vehicle, as well as the rules concerning private use. The below allocation matrix provides further guidance concerning the method through which need is determined. Business Cases should reference the allocation matrix.

CATEGORY	ALLOCATION FREQUENCY				
	1	2	3	4	5
POSITION FUNCTIONALITY	Allocated to position 24/7/365	Allocated to position 24/7 excl weekends	Allocated to position - weekly request for approved days of travel required – a/h authorisation to occur only when rostered.	Allocated to business unit – position has priority for access – weekly request for approved days of travel required	Access to pool vehicle – either business unit or consolidated pool
Position description identifies vehicle allocation required	✓				
Job function identifies non-rostered a/h on- call travel access requirements including weekends	✓				
Job function identifies non-rostered a/h on call travel access requirements – Monday – COB Friday		✓			
Job function identifies regular offsite activities ie 3-5 days/week + rostered a/h on call access requirements (exc IMT)			✓		
Job function identifies regular offsite activities ie 3-5 days/week				✓	
Job function identifies regular offsite activities - varies from week to week					✓

4. Driver's responsibilities

- 4.1 The first responsibility of the driver and the person in charge of a FRNSW vehicle is to ensure that the vehicle and staff arrive safely at their destination. This also applies to any officer responding in a minor fleet vehicle.
- 4.2 *Corporate Penalty Notices for driving offences*, applies to all employees allocated FRNSW vehicles.
- 4.3 The driver is responsible for arranging the vehicle's servicing, repairs, preservation and road worthiness at all times, and must adhere to all road regulations and instructions.
- 4.4 All drivers should ensure that they are familiar with the controls and systems in the vehicles they use. The vehicle *Owners Handbook* (located in each glove box) details the functions and correct use of controls and systems for each vehicle. All users should familiarise themselves with the functions of the vehicle before use.
- 4.5 If at any time a user becomes aware of any problem which may make the vehicle either unsafe to drive or cause damage to the vehicle, the user should stop as soon as it is safe to do so and report the problem to the Fleet Management Unit, who will advise what action to take. No FRNSW vehicle is to be driven with a defect which would render it unsafe or may cause further damage to the vehicle.
- 4.6 Drivers should ensure they optimise fuel efficiency and lower emissions by ensuring tyres are maintained at recommended pressures, wheels are correctly aligned, vehicles are not used to carry unnecessary loads and that good driving habits are observed.
- 4.7 Food or drink should not be consumed in vehicles where possible, if consumed the vehicle should be maintained. Open containers of food and drink must not be transported in fleet vehicles. **Smoking is not permitted in vehicles under any circumstances.**

5. Responsibility for allocations

- 5.1 Directors may reallocate vehicles as required within their Directorate to meet operational requirements or work commitments, so long as the reallocation does not increase overall fleet numbers.
- 5.2 Transfers of vehicles beyond a Directorate must be approved by the relevant Directors.
- 5.3 Additional vehicles must not be bought or leased without the written approval of the Commissioner as it increases the vehicle establishment. Whole of life vehicle costs must be contained within submissions and must include the costs of Fringe Benefits Tax.
- 5.4 Long term car hire (more than one month) must be approved by a Director, in accordance with the policy on [Hiring cars](#) below. A cost centre must be provided and charges for this hired vehicle will be billed back to the cost centre provided.

6. Reporting changes to allocations

- 6.1 Notification of *all* changes to fleet details (including changes of location or allocation of vehicles) must be sent to the Fleet Administration Team Leader in writing within seven days.
- 6.2 The notification must state whether the relocation is permanent or the duration of the transfer so that records may be amended.

Use of pool cars

This instruction rescinds In Orders 2007/16, *Use of pool cars*.

Pool cars are maintained by the FRNSW Fleet Management team as a resource for any FRNSW employee or authorised contractor for the purposes of carrying out the functional duties of any FRNSW position. All pool cars are marked with FRNSW signage and equipped with a first aid kit, automated external defibrillator (AED) unit and 1kg fire extinguisher. It is suggested that any person who may require the use of a FRNSW pool car has first aid training and the capacity to utilise a fire extinguisher.

1. Pool cars are a means of providing:
 - replacements for response vehicles when the response vehicles are being repaired or serviced, or during vehicle change over,
 - sufficient vehicles for use by personnel to perform official duties, and
 - additional response vehicles during major emergencies.
2. Before using a pool car, you must consider the use of public transport or Cab Charge as an alternative means of travel. The most cost effective and environmentally friendly means of travel must be chosen where practicable.
3. You should avoid appointments at the start or end of the working day to minimise the requirements for the overnight use of a pool car. Pool cars are not to be taken to private residences overnight, unless approved under the delegation's manual
4. Pool cars can be booked through vehicle pool from Greenacre. Please refer to the Fleet Web site for details on booking pool vehicles. The use of FRNSW vehicles must be approved on each occasion by a more senior position holder with delegation under the Delegations Manual, by authorisation of the Motor Vehicle Request in ESS
5. If you cannot return a pool car to the pool by the time nominated, you must notify the Fleet Administration team, providing the reason and the time of return.

6. Pool cars must be parked in normal FRNSW parking areas at nights and on weekends, unless required to be used in special circumstances, with the approval of a delegate under the [Delegations Manual](#).
7. During major emergencies and bushfire alerts operational needs have absolute priority for allocation of pool cars.
8. Longer term requirements for either a pool vehicle or car hire (more than one month), must be approved by Executive Directors in the case of pool cars or the Chief Financial Officer in accordance with the requirements on hiring cars. Where an extension to an existing pool vehicle booking is required the Fleet Management Unit must be given one- month notice. Extensions exceeding three months will automatically require approval from the relevant Deputy Commissioner. Executive Directors requiring a vehicle for longer than three months, within their unit, shall ensure funding is available and use of the pool vehicle fits within the policy requirements.
9. The following matrix outlines the delegated approval process for pool vehicle requests as per section 16.6 of the Delegations Manual:

Requestor				<= 3hrs	> 3hrs and <= 1 month	> 1 month and <= 3 months	> 3 months	Request duration
Directorate reports to	Org unit/section reports to	Reports to	Requester Position	No Escalation	Fleet Team Lead after 24Hrs	Fleet Team Lead after 24Hrs	Fleet Team Lead after 24Hrs	Escalation
-	-	-	Commissioner	Automatic Approval				
Deputy Commissioner	Deputy Commissioner	Commissioner	Deputy Commissioner	Automatic Approval			Commissioner	
Executive Director	Executive Director	Commissioner	Executive Director	Automatic Approval			Commissioner	
Deputy Commissioner	Deputy Commissioner	Deputy Commissioner	Director	Automatic Approval			Deputy Commissioner	
Executive Director	Executive Director	Executive Director	Director	Automatic Approval			Executive Director	
Deputy Commissioner	Director	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Deputy Commissioner	Deputy Commissioner	
Executive Director	Director	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Executive Director	Executive Director	
Deputy Commissioner	Deputy Commissioner	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Deputy Commissioner	Deputy Commissioner	
Executive Director	Executive Director	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Executive Director	Executive Director	
Deputy Commissioner	below Director level	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Deputy Commissioner	Deputy Commissioner	
Executive Director	below Director level	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Executive Director	Executive Director	
Commissioner	Commissioner	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Commissioner	Commissioner	
				Workflow Approver				

10. If you book a pool car for more than one month, the expenses associated with that car for that period will be debited against your provided cost centre.

Private use of vehicles

This instruction rescinds in Orders 2001/21, *Private use of vehicles*.

1 Policy

- 1.1 FRNSW vehicles are provided for official business. Employees can only use FRNSW vehicles for private purposes in accordance with this policy.

“Private purposes” includes the carriage of non-government passengers and/or non-business passengers. FRNSW policy, allows private use for those with issued fleet vehicles due to their positions. This includes carriage of their

family. At no time should anyone drive a FRNSW that is not an employee exception only to SES (Senior Executive Service) vehicles.

Private usage is not allowed for pool vehicles.

It also generally includes travel to and from the usual workplace. Where an officer is authorised to garage the vehicle at their residence, the travel between the officer's home and the usual workplace is generally classified as private travel.

Where an employee is on-call or on stand-by duty, the trips home and back to work are considered private use. If called out, this travel is considered business and not private.

If called out to an incident, the trip from home to another location and return trip is considered to be business use.

Where an employee commences duties of employment as soon as they receive a telephone call the travel may be considered to be for business purposes. This will be the case where an employee is on-call and is required to receive emergency telephone calls and give instructions via telephone, prior to travelling to their place of work, so that their responsibility for carrying out their duties of employment commences with the call. Note the trip home at the start of on-call duty, and trip back to work at the end of the on-call duty, are considered to be private travel.

Under no circumstances should FRNSW vehicles be used to transport hitchhikers.

- 1.2 The allocation arrangements and personal use set out in this Policy has been authorised by the Commissioner FRNSW.
- 1.2 Unless an employee has a vehicle on salary sacrifice, vehicles must not be home garaged or used for private purposes during sick, annual or extended leave.
- 1.3 Unauthorised use of FRNSW vehicles may result in disciplinary action.

2. Vehicle Fringe Benefits Tax status

- 2.1 The following table shows the Fringe Benefits Tax (FBT) classifications of FRNSW vehicles.

Classification	Description	Subject to FBT when applied for private use	Subject to FBT when garaged at home	Reportable Fringe Benefit
Marked cars	Permanently visibly marked exterior and is fitted with warning lights and siren/alarm	Yes	No	No
Un-marked cars	Non-permanent exterior markings (magnetic, removable or no logo) and may be fitted with warning lights and siren/alarm	Yes	Yes	Yes
Salary packaged cars		Yes	Yes	Yes

- 2.2 A car fringe benefit will arise in respect of any day where (at any time) cars are utilised by employees for private travel.
- 2.3 FRNSW is liable to pay the Fringe Benefits Tax (FBT) on the total taxable value of car fringe benefits provided to the employees.
- 2.4 Vehicles exempt from FBT for home to work travel are **marked** cars as in the description in 2.1 above. FRNSW operational, pool and service vehicles fall under the marked car description. Vehicles which fit the marked car criteria in 2.1 above and are used in accordance with this policy will be FBT exempt for journeys between work and home or home and work only. Any other private use will incur an FBT liability. As they are marked cars no reportable FBT amount will be shown on employees' payment summaries (group certificates) for private usage, but FBT will be paid by the FRNSW.
- 2.5 FRNSW is required by law to include on employees' payment summaries (group certificates) the value of any fringe benefits, including private use of NSWFB **unmarked** cars, where the total exceeds \$1000.

3. Senior Executive Service and managers with a vehicle on salary sacrifice

- 3.1 Members of the Senior Executive Service have the option of leasing a vehicle through salary sacrifice. As this is a personal arrangement for which they pay, these employees may use their vehicles for private purposes and are subject to reportable FBT.
- 3.2 Vehicles forming part of remuneration packages for the Commissioner and Senior Executive Service, or other approved packages must be chosen from

within the current NSW Government Motor Vehicle Prequalification Scheme (SCM0653) unless a novated lease option is chosen.

4. Executive Officers

- 4.1 Executive Officers (Chief Superintendents and Superintendents) work on a flexible basis according to the needs of the FRNSW on any day of the week or at any time of the day. Because of this requirement, private use and home garaging of vehicles is authorised except when officers are on sick, annual or other extended leave.
- 4.2 All use, including private use must be recorded on vehicle running sheets. Home to work travel in marked vehicles as described in 2.1 will not incur any FBT liability. Private use of marked and unmarked vehicles outside of home to work travel will incur an FBT liability which will be paid by the FRNSW.
- 4.3 Unmarked vehicles will incur an FBT liability and a reportable FBT amount for private use as they do not qualify as an emergency service vehicle for taxation purposes.
- 4.4 All vehicle running sheets must record and distinguish between business and private use to ensure the appropriate amount of FBT can be accurately identified. For unmarked vehicles (see 2.1 above), a reportable FBT amount will be generated and will be shown on employees' payment summaries (group certificates) where the value of private use exceeds the threshold amount (\$1000).

5. Command and specialist staff on call

- 5.1 Some officers and specialist staff (Zone Commanders country, Duty Commanders special roster, officers who are part of Incident Management Teams IMT, Senior Instructors Country & Canine Handlers etc) have access to FRNSW vehicles for official business and are rostered to be available for operational response to perform functions in an Incident Management Team.
- 5.2 These officers can be authorised by delegates under section 7.2.3 of the [Delegations Manual](#) to garage the vehicles at home. Private use of the vehicle can be authorised but only when their Incident Management Team is rostered on call.
- 5.3 These officers are not required to home garage a vehicle. They may choose to garage the vehicle at the workplace if they prefer.
- 5.4 When on call, these officers must be contactable at all times and available for response.
- 5.5 Any private use of the vehicle must be recorded on the vehicle's running sheet. Journeys between work and home or home and work in marked vehicles will be exempt from FBT. Other private use will generate an FBT liability which will be paid by the FRNSW. There will be no reportable FBT amount generated by these marked vehicles.

6. All other staff

- 6.1 The Premier's Department guidelines for the private use of official vehicles apply to all other staff, including staff in specialised positions who are not formally rostered on call. The guidelines recognise that it is sometimes more efficient for staff to start or finish work at their home than to return to their normal place of work.
- 6.2 Staff may only be authorised to use FRNSW vehicles for private travel to and from work in the following circumstances:
- when they are performing duties in the field using a FRNSW vehicle and the time and distance to be travelled renders a return to the workplace unfeasible within normal working hours, or
 - when they will proceed to duties directly from their homes on the following day, at a location away from their normal workplace, and the travel cannot be more economically addressed by Cab Charge, and
 - when home garaging will result in reduced vehicle usage or more effective utilisation of the employee's time on duty.
- 6.3 The use of FRNSW vehicles under the provisions of 6.2 must be approved on each occasion by a manager with a delegation under the [Delegations Manual](#). There must be a genuine service need on each occasion that approval is given.
- Note:** staff may not authorise their own private use of vehicles or home garaging.
- 6.4 Employees are not required to home garage a vehicle and may leave the vehicle at the workplace if they prefer.
- 6.5 Private use in this case is restricted to travel between home and the workplace only. The vehicle must not be used for any other private travel.
- 6.6 If you have been authorised to home garage a FRNSW vehicle, you must be contactable and available outside normal business hours by telephone in case the vehicle is required for urgent operational use.

7. Garaging of vehicles

- 7.1 Employees garaging FRNSW vehicles at their homes are responsible for the vehicle while it is in their care. Wherever possible, the vehicle should be parked off-street and on employee premises.

Maintaining and Servicing minor fleet vehicles

This instruction rescinds In Orders 2001/21, *Servicing minor fleet vehicles*.

- 1 FRNSW minor fleet vehicles are to be used and maintained in accordance with the manufacturer's requirements and specifications.
- 2 Motor vehicles used by staff are to be kept clean, tidy and maintained in good repair. It is important to protect, monitor and report the condition of fleet

vehicles. To achieve this, all drivers are required to undertake the following actions each time they use a fleet vehicle.

Before beginning any trip, vehicle users are required to complete the following pre-departure check:

- Complete a vehicle walk-around to review the vehicle's exterior, noting if the vehicle appears unsafe in any way (tyre pressure, missing or damaged exterior mirrors or lights); and
- Ensure indicators and wipers are operational and all mirrors are adequately adjusted.

Any issues identified as a result of this inspection, should be reported immediately to the person responsible for allocating the vehicle and the Fleet Management Unit. The Officer must not drive the vehicle in question and an alternative method of travel or replacement vehicle should be sought.

Upon the completion of travel, the user should review the vehicle's exterior to confirm the state of the vehicle. Any damage, faults or malfunctions should be reported to the person responsible for allocation of the vehicle and the Fleet Management Unit, so that service or repairs can be conducted, and the vehicle removed from service until any issues have been rectified.

The person to whom a minor fleet vehicle has been allocated is responsible for arranging service and maintenance of the vehicle.

- 3 Before arranging servicing of a minor fleet vehicle, users must contact the Fleet Management Unit on (02) 9742 7117 to obtain an order number and to ensure that all work is carried out by an approved FRNSW provider. If repairs to the vehicle are required as a result of the service, the Fleet Management Unit must be contacted for approval to proceed with the repairs and to obtain a further order number.
- 4 Vehicles must be serviced at manufacturers' recommended intervals.
- 5 No FRNSW vehicle is to be driven while a defect exists which would render it unsafe or cause further mechanical damage to the vehicle.
- 6 If the vehicle requires cleaning this is the responsibility of the last Driver and all costs are to be charged to the Drivers cost centre.
- 7 The Fleet Management Unit will advise the person to whom a minor fleet vehicle has been allocated of the requirement for a roadworthy inspection of their minor fleet vehicle/trailer for the common expiry date 15 February registration.
- 8 Those responsible are instructed to have inspections undertaken as soon as possible after 15 November. There is no requirement to forward records of inspections to Fleet Management Unit as these are transferred electronically.

Fire, damage to, or theft of FRNSW vehicles

This instruction rescinds In Orders 2001/21, *Fire, damage to, or theft of NSWFB vehicles*.

1. In the case of fire, damage to, or theft of a FRNSW vehicle:
 - Notify the nearest Police Station, noting the location, Police Officer's name, rank and number.
 - Report the circumstances immediately to your direct supervisor.
 - Complete an insurance claim form and forward to Fleet Administration, giving a full description of the damage or stolen items on the insurance claim form.
 - On the insurance claim form show the loss of any personal items resulting from fire or theft.
2. The NSWFB will not accept liability for loss of damage to private property or personal effects which have been left in vehicles owned by the FRNSW.
3. All staff are advised to insure private property against loss or damage.

Hiring cars

This instruction rescinds In Orders 1999/10, *Hiring cars*

This instruction should be read in conjunction with the policies on

[Allocation of](#) vehicles and [Use of pool cars](#) above.

1. Policy

Before approving the hire of a car, managers must take into consideration the use of:

- public transport
- taxi services
- airline services
- pool car.

The mode of transport chosen should be the most cost-effective option. For example, if the car would lie idle for more than two hours while, on behalf of the FRNSW, the driver attends an appointment, training course or Court proceedings then use of a taxi or public transport would be the preferred option.

Hire cars are unmarked and as such will generate an FBT liability for private use. A running sheet must be completed where the hire car is subject to private use.

2. Approval

Delegations for the approval of car hire are given in the [Delegations Manual](#). All costs associated with car hire must be met by managers from their own budget and cost centre.

All car hire for periods in excess of one month and requests for further extensions must be approved by a Director.

Minor Vehicle monitoring and review

1. To ensure the management of the minor vehicle fleet conforms to FRNSW standing orders, the Allocations Matrix identified must be used prior to the request for allocation of a minor fleet vehicle to any business unit, either for a position, or for use in the vehicle pool. Any submission subsequently prepared for the allocation of a vehicle, must address all criteria identified in the Justification for Minor Fleet Vehicle Allocation.
2. Running sheets for all vehicles will be regularly audited as part of general auditing requirements, to ensure the vehicles are being used in accordance with the vehicle allocation approval and are being completed in accordance with FBT requirements.
3. If the results of these audits reveal inconsistencies, the Director of the business unit will be required to respond to those issues identified.
4. The Director Fleet will review the vehicle functional requirement specifications and make amendments as required, in accordance with feedback received and the release of new vehicle makes and models. The Director Fleet will also be responsible for evaluation of all minor fleet request submissions and overall strategic review of the fleet.
5. The Director Fleet will review and discuss motor vehicle accident trends with the Executive Leadership team biannually for each Directorate. Analysis of causes of accidents, trends and patterns are monitored and where appropriate remediation plans developed including training. FRNSW monitor closely with an intention to reduce accidents
6. Each business unit will have its entire fleet audited bi-annually to review vehicle usage patterns, adherence to vehicle servicing requirements, business to personal usage ratios etc, as part of the requirements outlined in the NSW Government Motor Vehicle Operational Guidelines to review fleet size and composition. These reviews will assist in determining the ongoing minor vehicle transport requirements for FRNSW.

Replacement of tyres in the minor fleet

This instruction rescinds In Orders 2001/10, *Replace Tyres*

Before replacing damaged or worn tyres on a FRNSW vehicle the following procedure is required:

1. Contact Fleet for an order number and to confirm that the tyre supplier or repairer is an approved supplier. If required after hours proceed with repair and contact Fleet on the first available working day to notify them of any action taken to ensure timely payment of supplier.
2. Arrange for the work to be carried out and provide the supplier with the order number.
3. Replacement tyres are to be of the same quality and design as the original tyres. Approval for order numbers will not be given for more expensive tyres that exceed the vehicle's requirements.
4. An order number can be obtained by ringing the Fleet Administration Office on (02) 9742 7117 or emailing fleetadmin@fire.nsw.gov.au.
5. All invoices be forwarded to the Fleet Unit, Locked Bag 12, Greenacre NSW 2190.

Changeover of minor fleet vehicles

This instruction rescinds In Orders 2005/07, *Changeover of minor fleet vehicles*

All accessories and inventory items supplied with vehicles on delivery must be returned with the vehicle at the replacement date of the vehicle, as identified by Fleet.

These items include, but are not limited to:

- spare keys
- vehicle log books
- fuel cards
- car mats
- fire extinguisher
- first aid kit
- smart bar (Regional vehicles)
- Towbar and ball
- cargo barrier (station wagons)
- tonneau cover (utes)
- vehicle fittings, eg rear seats (4WD wagons), CD storage cartridges, etc removed from the vehicle since its delivery, and
- joey beds/cargo drawers

Returned vehicles will be checked against the original purchase order and fit out instruction to ensure that all of the vehicle's accessories are with the vehicle on

return for change over. Vehicles cannot be forwarded for auction if items are missing.

Additionally, all non-Fleet approved items or any item fitted after changeover must be removed before the vehicles return to the Fleet Management Unit unless prior arrangements have clearly been made with Fleet to have the item/s removed after changeover. The removal, storage and costs of all non-standard accessories are the responsibility of the vehicle's operating unit.

Non-standard items outside FRNSW functional requirements include, but are not limited to:

- driving lights (Regional vehicles excluded)
- fog lights
- additional comms equipment not issued through the Fleet Management Unit
- winches
- drawer systems other than those approved by the Fleet Management Unit.

Modification of the vehicle itself in any way including alterations to the vehicle's body, suspension, engine or drive train is strictly prohibited.

Use of tollways

This instruction rescinds In Orders 2006/05, *Use of tollways*.

1. Introduction

This instruction applies to all drivers of FRNSW vehicles. Drivers are responsible for ensuring that they use tollways in accordance with this instruction.

All marked FRNSW vehicles and appliances that are identifiable as FRNSW vehicles are listed with RMS as exempt from paying any tolls and do not require a e-tag in the vehicle.

FRNSW vehicles without markings and that are not readily identifiable as FRNSW vehicles have been fitted with an E tag.

2. Traveling through tolls

The driver may use any lane that gives the fastest and clearest access through the toll collection point. This is relevant to responding or non-responding vehicles.

Non-marked vehicles should contact Fleet immediately if they identify their E tag is not working.

3. Private use of FRNSW vehicles through tolls

FRNSW will only accept responsibility for toll charges for private use of FRNSW vehicles when the use complies with In Orders *Private use of vehicles*. Otherwise, toll charges and infringement notices will be the responsibility of the driver.

Note: when private use of a FRNSW vehicle has been approved under the *Private use of vehicles policy* for travel to and from work, the vehicle must not be used for any other private travel.

Minor fleet operating procedures

This instruction rescinds In Orders 2008/02, *Minor fleet operating procedures*.

Minor fleet vehicles are fitted with various functional controls and ancillary safety systems (eg cruise control, traction control, anti-lock brakes, handsfree devices, heavy duty springs where applicable) which may, if used correctly, improve the vehicle's ergonomics and safety.

All vehicles now come with airbags on the steering wheel and most have passenger airbags and curtain/A-Pillar airbags. Drivers need to be mindful of not obstructing an airbag. In the event it deploys, this may cause injury or damage to the driver, passengers or items stored.

In some situations, it may be desirable to disable or enable some functions. As all vehicles differ it is not possible to issue generic advice on the correct operation and use of these controls and systems.

All drivers should ensure that they are familiar with the controls and systems in the vehicles they use. The best source of information on the function and correct use of controls and systems is the vehicle's *Owners Handbook*.

Penalty notices for driving offences

This instruction rescinds In Orders 2008/08, *Penalty notices for driving offences*.

If a FRNSW vehicle is recorded by a speed, traffic light or other camera as breaking a road rule, Revenue NSW sends FRNSW a penalty notice or notification of the incident.

The following procedure ensures that FRNSW complies with the law concerning penalty notices.

1. Revenue NSW sends all penalty notices to the FRNSW Fleet office, where they are dealt with by the Fleet Director, Fleet Operations Officer and Fleet Support Coordinator.
2. On receiving a penalty notice, the Fleet Support Coordinator will:
 - get information from the Fleet Operations Officer on where the vehicle was attached at the time it was photographed, and
 - check BOSS and/or AIRS to determine if the vehicle was responding to an emergency call.

3. If the databases show the vehicle was responding to an emergency call, the Fleet Support Coordinator will return the penalty notice to the Revenue NSW stating this was the case. The name of the driver is not required in these circumstances. Note: Interstate infringements may require some additional information.
4. If the databases do not show that the vehicle was responding to an emergency call, the Fleet Operations Officer will send the penalty notice to the appropriate Zone Commander or Manager.
5. The Zone Commander or Manager will contact the driver and determine whether or not the vehicle was responding to an emergency call.
6. If the vehicle was responding to an emergency call, the Zone Commander or Manager will advise the Fleet Operations Officer and provide documentary proof. This information will then be sent by the Fleet Support Coordinator to Revenue NSW, as in (3).
7. If the vehicle was not responding to an emergency call, the Zone Commander or Manager must complete the Statutory Declaration on the back of the penalty notice, sign it before a Justice of the Peace, and return it to the Fleet Support Coordinator within 14 days. The Fleet Support Coordinator will send the penalty notice to the Revenue NSW which will issue a new penalty notice to the driver who must accept personal responsibility for the penalty notice.
8. If the Driver cannot be determined then the Zone will be responsible for the infringement and any related fees.
9. If you receive a personal penalty notice in error in relation to an incident where Revenue NSW has been notified that the vehicle was responding to an emergency call, contact the Fleet Support Coordinator as soon as possible, so that the penalty notice can be cancelled.
10. Copies of all action relating to infringements is saved electronically for future reference

Ethanol fuel for minor fleet vehicles

This instruction rescinds In Orders 2008/08, *Ethanol fuel for minor fleet vehicles*.

1. Background

One of the NSW Government's environmental initiatives is a green fuel program that requires the use of E10 Ethanol blended fuel in place of regular unleaded petrol. Since 1 July 2006 all Government-owned vehicles have been required to use ethanol blends where practicable (see Department of Premier and Cabinet Ministerial Memorandums [2006-05](#) and [2007-16](#)).

To date, the use of E10 fuel by the FRNSW has been minimal. From May 2008 the purchase of E10 fuel is a mandatory requirement where it is available.

2. Policy

E10 fuel is compatible with the FRNSW's minor fleet vehicles. E10 fuel is not to be used in petrol powered major fire appliances.

FRNSW petrol fuelled vehicles other than major fire appliances are required to use E10 fuels. The only exception to this is where E10 fuels are not available.

The FRNSW makes monthly reports on the use of E10 fuels to the NSW Government.

3. Purchase of E10 fuel

Fuel cards marked 'Unleaded' from the government contracted fuel suppliers Caltex, Mobil and United Petroleum can be used for the purchase of E10 fuel. If you require a United Petroleum card, contact the Fleet Unit.

In addition to the contracted fuel companies listed above, Shell and BP non-government contract cards are also available. Fuel purchased on these cards does not attract a discounted rate. E10 can be purchased using these cards if there are no available contract suppliers but preference should be given to contract suppliers when available.

Running sheets

This instruction amends In Orders 2007/16, *Running sheets*.

- 1 It is the responsibility of all individuals using FRNSW vehicles to accurately complete all aspects of vehicle running sheets. All use, including private use must be recorded.
- 2 It is mandatory to record and code all trips for the purpose of determining FRNSW's Fringe Benefits Tax (FBT) liability for the Australian Taxation Office. The odometer reading for all minor fleet vehicles should be entered fortnightly and completed prior to the end of the first working week in April to ensure finalisation of the FBT return. The FBT year is 31 March to 1 April. Days and kilometres used for private usage as per motor vehicle running sheets are reported to Finance. Refer In orders 2007/16 for FBT explanations.
3. Vehicle running sheets are subject to audit and it is essential that staff are specific and accurate in completing their entries. Making a false declaration could result in disciplinary action and cost recovery.
4. FRNSW's standard [Motor vehicle running sheet](#), available on the intranet, meets NSW Government and the Australian Taxation Office requirements. Those with mobile phone access are required to use the Motor Vehicle Running Sheet app for recording trips. No other running sheets are to be used nor may the standard running sheet be modified, contact Fleet if changes are required. Once the Running Sheet App has been implemented to all vehicles the Motor vehicle running sheet will be phased out.

5. Running sheets must be checked for completeness and approved by a delegate under the [Delegations Manual](#). Checking is to ensure that all necessary details have been completed to ensure compliance with audit requirements. Running sheet App will be approved via workflow.
6. Supervisors should ensure that all running sheets and app entries for their area are correctly entered, completed and saved electronically on a 14-day basis. Running Sheet records must be kept for five years from the date they are prepared, obtained or the transactions completed. They are treated as financial records
7. "Missing running sheets" will create an FBT liability for every day that cannot be accounted for. When recovered the correct data should be entered to replace the missing sheet.
8. Drivers of vehicles that are supplied as part of a salary sacrifice arrangement (ie members of the FRNSW Senior Executive Service) are to provide a record of their usage as required by payroll for lease management.
9. Running sheet data is critical to correctly trigger automated vehicle service scheduling and vehicle replacement scheduling.

Accidents with FRNSW vehicles

This instruction rescinds In Orders 2009/12, *Accidents with FRNSW vehicles*

1 Insurance

All minor fleet vehicles are covered by comprehensive motor vehicle insurance and compulsory third-party insurance. Unless authorised by Fleet (i.e. servicing and repairs representatives) non-Fire & Rescue NSW employees are not permitted to drive the vehicle. The driver of a vehicle is not covered by insurance if at the time of a crash they:

- are under the influence of any alcohol or drug or both
- have in their breath or blood an amount of alcohol or drug equalling or exceeding that limit prescribed by law;
- refuse to take a legal test for alcohol or drugs;
- do not (without a reasonable cause) remain at the scene of the crash until the police arrived or when required by law to do so;
- do not have the appropriate driver's licence as and when required by the relevant authorities in Australia to have one and was not complying with its conditions.

2 Duties of a FRNSW driver involved in a crash

The driver of any FRNSW vehicle involved in a crash must:

- Stop at the scene of the crash, and
- Give the driver's required particulars, at least within the required time and, if practicable, at the scene of the crash, to the required persons.

- Where a third party is involved, obtain the third-party driver's particulars and refer the third party to Fleet on 9742 7117 for further action.
- Where damage has been sustained to a vehicle or property then an "Agency Member Motor Vehicle Claim Form" must be completed and signed within 24 hours and forwarded to: fleetadmin@fire.nsw.gov.au.

3 What is a 'crash'?

A crash includes:

- A collision between two or more vehicles, or
- Any other accident or incident involving a vehicle in which a person is killed or injured, property is damaged, or an animal in someone's charge is killed or injured.

3. Required particulars that must be given:

The driver of any FRNSW vehicle involved in a crash must give the following required particulars:

- The driver's name, address, and driver's licence number
- The name and address of the owner of the vehicle,
- The vehicle's registration number (if any), and
- Any other information necessary to identify the vehicle.

Note: When providing required particulars to police, a verbal explanation of the circumstances of the crash must be provided.

4. Who must the required particulars be given to?

The required particulars must be given to:

- Any other driver (or that driver's representative) involved in the crash, and
- Any other person (or that person's representative) involved in the crash who is injured, and
- The owner (or that owner's representative) of any property (including any vehicle) that is damaged in the crash, unless, in the case of damage to a vehicle, the particulars have already been given to the driver of the vehicle (or their representative).

Required particulars must also be given to the police if:

- Anyone is killed or injured in the crash, or
- They have not, for any reason, been given to each person mentioned above, or
- The required particulars for any other driver involved in the crash have not been provided to the FRNSW driver, or
- A vehicle involved in the crash is towed away by another vehicle (except if another law of New South Wales provides that the crash is not required to be reported), or
- The police officer asks for any of the required particulars.

5. When must the required particulars be provided by?

The required particulars must be provided as soon as possible (ideally at the scene of the crash) and within at least 24 hours after the crash (except in exceptional circumstances).

6. Failure to provide required particulars

A failure to comply with the requirements in sections 1 to 5 above is a breach of the *Road Rules 2014 (NSW)*, rule 287. The maximum penalties may apply.

7. FRNSW policy

It is FRNSW policy that the driver of any FRNSW vehicle involved in a crash and who is to provide required particulars to the police, must also provide the following additional information to the police:

- His or her rank and station or position to which he or she is attached, and
- The fact that the vehicle was proceeding to a call of fire or another emergency (if applicable).

If the police or third-party insurance companies also request a written statement, the statement must be provided to the FRNSW Principal Solicitor prior to it being given to the police or third insurance companies.

8. FRNSW Accident Monitoring

It is FRNSW policy that accidents are reported to the Executive Leadership Team biannually for each Directorate to review. Analysis of causes of accidents, trends and patterns are monitored and where appropriate remediation plans developed including training. FRNSW monitor closely with an intention to reduce accidents.

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

File Reference: FRN15/2885

FIREFIGHTER NOTICES

Vacancies

The following 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.

Station Officer, Cessnock 254, MN3

Applications are invited from permanent firefighters holding the rank of Station Officer, Leading Station Officer or Leading Firefighter for the position of Station Officer, Cessnock.

*Enquiries: Superintendent Andrew Cozens on 0407951091
Closing Date 23 January 2018
Taleo Reference 00006OAK*

Area Commander Regional West

Applications are invited from officers holding the rank of Chief Superintendent, Superintendent or Inspector for the position of Area Commander Regional West, Dubbo.

*Enquiries: Assistant Commissioner Robert McNeil on 0419 264 647
Closing Date 23 January 2018
Taleo Reference 00006PGW*

Firefighters (Transfer to Moree)

Applications are invited from permanent firefighters holding the ranks Firefighter, Qualified Firefighter, Senior Firefighter or Leading Firefighter to transfer to 381 Station Moree.

Applications will be processed in accordance with clauses 28.3.4.3 and 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
Closing Date: 23 January 2019
Applications to: OperationalStaffing@fire.nsw.gov.au*

Firefighters (Transfer to Blue Mountains)

Applications are invited from permanent firefighters holding the ranks Firefighter, Qualified Firefighter, Senior Firefighter or Leading Firefighter to transfer to the Blue Mountains. A current vacancy exists at 445 Station Springwood.

Applications will be processed in accordance with clauses 28.3.4.3 and 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
Closing Date: 23 January 2019
Applications to: OperationalStaffing@fire.nsw.gov.au*

Promotions

Firefighter to Qualified Firefighter

The promotion of 904404 B Darch published in the Commissioner's Orders 2018/21 should have read:

904404	B Darch	19 June 2018
--------	---------	--------------

Recruit Firefighter to Firefighter

906054	L Anderson	01 December 2018
906055	T Bielski	01 December 2018
900555	D Buchtmann	01 December 2018
906056	J Davis	01 December 2018
906057	S Fenech	01 December 2018
906058	S Fulcher	01 December 2018
906059	A Haddad	01 December 2018
906060	M Jansen	01 December 2018
906061	C Manfong	01 December 2018
906062	B Mate	01 December 2018
906063	S Paxton	01 December 2018
906064	J Proust	01 December 2018
906065	S Robinson	01 December 2018
906066	H Shaw	01 December 2018
906067	J Stokes	01 December 2018
906068	A Young	01 December 2018

Separations

206018	RetF M Griffin	Albury North	15 September 2018
905059	RetF P Grosvenor	Bundanoon	15 October 2018
487033	RetF J O'Brien	Kingscliff	28 October 2018
904280	RetF T McRae	Bundeena	16 November 2018
521780	RetF J Prior	Batemans Bay	16 November 2018
411028	RetF B Schrader	Tingira Heights	16 November 2018
905849	RetF P Harris-Dee	Coonamble	19 November 2018
905633	RetF U Mahadevaiah	Teralba	20 November 2018
904822	RetF T McKeon	Moss Vale	20 November 2018
901490	RetF J Murray	Kurri Kurri	21 November 2018
903951	RetF M Stephenson	Parkes	26 November 2018
901580	RetF S Rostron	Lambton	28 November 2018
902679	RetF J Knight	Armidale	04 December 2018

Retirements

5520	SO M Rampling		27 November 2018
6200	LF J Coughlan		07 December 2018
900669	RetF B Burg	Maitland	30 November 2018

Amendment

In Orders 2018/24 should have read

522247 RetF K Elvins Doyalson 30 November 2018

New members appointed to Brigades

906344	B Thew	Wyong	25 November 2018
906337	M Barnden	Bega	26 November 2018
906341	M Bentham	Gunnedah	27 November 2018
906338	L Papatheofanous	Unanderra	27 November 2018
906343	S Sills	Merriwa	27 November 2018
906342	B Wager	Gunnedah	27 November 2018
906346	E Spencer	Thirroul	28 November 2018
904938	B Jenner	Camden	30 November 2018
906348	N Baker	Leura	03 December 2018
906345	C Balfour	Leura	03 December 2018
906349	M Bowen	Portland	03 December 2018
906354	L Campbell	Byron Bay	07 December 2018
906351	M Wells	Broken Hill	07 December 2018
906352	J Twining	Tarro	10 December 2018

Relinquishment of Rank

387015	RetF C Underwood	Captain	Mudgee	8 November 2018
520151	RetF P Hewett	Captain	Yass	4 December 2018

Appointment to Rank

279015	DCapt A Noble	Captain	Dorrigo	20 November 2018
903277	RetF L Curran	Deputy Captain	Wallerawang	30 November 2018
904550	RetF S McDonagh	Deputy Captain	Portland	30 November 2018
385019	RetF I Thorpe	Captain	Moss Vale	01 December 2018

Transfers

522155	RetF L Thwaite	Helensburgh	to	Port Macquarie	26 November 2018
906016	RetF J Hurdle	Katoomba		Leura	28 November 2018
902030	RetF B Roberts	Glenbrook		Richmond	28 November 2018
903177	RetF J Zucchetto	Goulburn		Bathurst	03 December 2018
900755	RetF J French	Grafton		Woolgoolga	06 December 2018
522327	RetF T Martinelli	Carrington		Stockton	10 December 2018

Honorary List

206018	RetF M Griffin	Albury North	16 September 2018
487033	RetF J O'Brien	Kingscliff	29 October 2018

ADMINISTRATION AND TRADE NOTICES**Appointments**

Service No.	Name	Position	Effective date
905576	Z Wang	Engineer 3/4	17 December 2018
906204	M Haines	Senior Management Accountant	14 November 2018
30154	L Marney	Administrative Support Officer	10 December 2018
902530	K Clifford	Business Services Officer	12 December 2018

Paul Baxter
Commissioner
19 December 2018