

EQUIPMENT

RECOMMENDED PRACTICES

1 Policy

Operational equipment recommended practices are technical documents that provide guidance for the proper operation and maintenance of operational equipment. They include information on:

- the basic technical specifications of the equipment
- fact sheets explaining the equipment and its components
- how to operate the equipment, and
- how to maintain the equipment.

To ensure safe working practices are followed, all staff must follow the instructions in the recommended practices when operating or maintaining operational equipment.

When new operational equipment is issued it will be supported by the publication of a recommended practice.

There is a program in place for developing recommended practices for existing operational equipment.

2 Development of recommended practices

The development of operational equipment recommended practices is managed by the Equipment Development Unit at Greenacre.

Recommended practices are developed by subject matter experts from the appropriate section or sections and technical writers.

A detailed [procedure](#), a [process chart](#) and a [style guide](#) are available on the Recommended Practices section of the Station Portal Intranet site.

3 Publication

Recommended practices are published on the [Station Portal](#) site. Notifications of new recommended practices will be published in In Orders.

4 Review

All staff are encouraged to provide feedback on recommended practices to the Equipment Development Unit or to the relevant specialist section so that the recommended practices can be updated and improved.

A [feedback form](#) is available from the Recommended Practices section of Station Portal.

Recommended practices are reviewed regularly by the Equipment Development Unit.

Contact Officer: Equipment Development Officer, (02) 9742 7174

File Reference: CHO/04309

In Orders 2005/2, with amendments

PROCUREMENT

Purchasing policy

1 Purpose

The purpose of this policy is to ensure that FRNSW complies with the requirements of NSW legislation, including the [Public Sector Management \(Goods and Services\) Regulation 2000](#), and directions published by the NSW State Contracts Control Board and NSW Treasury.

2 Purchasing principles

There are a number of fundamental principles which must be followed in all purchasing. These principles are intended to ensure consistency in approach to purchasing and provide a basis on which all officers can make purchasing decisions in the best interest of FRNSW.

Three important principles are:

- only purchase essential, approved, compatible and appropriate goods or services
- ensure open and effective competition, and
- obtain value for money.

Anybody performing a purchasing function must do so in an ethical manner, strictly in accordance with policy, and must employ methods which can withstand public scrutiny while providing potential suppliers with the opportunity to bid for FRNSW business on a fair and equitable basis. Additionally, the purchasing methods selected must be effective in terms of resources and results. Therefore, open and effective competition is the primary consideration.

To achieve this, the following general conditions should exist for a given purchase:

- timely availability of information to all prospective suppliers
- independence of action by buyer and seller
- availability to FRNSW of alternative offers
- absence of bias and favouritism, and
- ease of competitive entry for new and small suppliers.

3 The role of the Purchasing Officer

A *Purchasing Officer* is any person with the authority to purchase. It is the role of Purchasing Officers to arrange the efficient and effective procurement of any goods and services necessary to support FRNSW activities within the limits of their delegated authority, while ensuring full compliance with NSW Government and FRNSW purchasing and related policies, guidelines and directives.

4 Delegations

The purchasing process is strictly controlled by various regulations, policies and directives which ensure action is taken:

- in the best public interest
- to stand up to public scrutiny
- to make the most efficient and effective use of public funds, and
- in line with the objectives and goals of the NSW Government and as dictated by FRNSW's activities.

To ensure that these criteria are met, each purchase and/or the expenditure it represents must be approved in terms of the applicable regulations and policies. Authority to give such approval is conferred by the Commissioner who devolves approval levels through the [Delegations Manual](#).

5 Items listed in ESCAT

Items listed in the [Electronic Supply Catalogue](#) (ESCAT) have been approved for purchase and use in FRNSW. Supply arrangements have been made taking into account legislative and policy requirements. These items can be usually purchased by simply following the purchasing rules listed against each item without any additional considerations being taken into account.

6 Items not listed in ESCAT

Items which do not appear in ESCAT may be obtained by applying this purchasing policy subject to the appropriate level of delegation. The following additional factors should be taken into account when considering this avenue of purchasing:

- If the function of the requirement can be performed by an item which appears in ESCAT, that item should be obtained.
- If the item does not appear in ESCAT and is of a substantial recurring nature, application for inclusion in ESCAT should be made using the *Supply Catalogue Amendment Form* available from Supply Services. Contact (02) 9742 7446 or (02) 9742 7448.
- If the item is of a substantial but not a recurring nature, contact Supply Services to ascertain if the requirement can be obtained under NSW Government Contract.
- Premier's Memorandum M2006-11, [NSW procurement reforms](#), states: 'Effective immediately, all agencies, other than State Owned Corporations, must use State Contracts Control Board whole-of-government contracts, where they are available, when procuring goods and services.'

7 Financial thresholds for the purchase of not in contract goods and services

The State Contracts Control Board has approved, in terms of [Clause 36](#) of the *Public Sector Management (Goods and Services) Regulation 2000*, the [General Purchasing Delegations](#) relating to the procurement of 'not in contract' goods and services. These have been adopted by FRNSW and are effective from 1 April 2009.

7.1 Goods and services up to \$3000 in value

Quotations are not required for not-in-contract goods and services subject to the following conditions:

- a. rates being considered reasonable and consistent with normal market rates for items of a like nature, and
- b. requirements not being split into components or succession of orders for the same goods or services for the purpose of enabling the goods/services to be obtained under the provisions of this delegation.

7.2 Goods and services over \$3001 and up to \$30 000 in value

Not-in-contract goods and services over \$3001 and up to \$30 000 in value can be procured by obtaining at least one written quotation subject to the following conditions:

- a. rates being considered reasonable and consistent with normal market rates for items of a like nature, and
- b. requirements not being split into components or succession of orders for the same goods or services for the purpose of enabling the goods/services to be obtained under the provisions of this delegation.

7.3 Goods and services over \$30 001 and up to \$250 000 in value

Not-in-contract goods and services over \$30 001 and up to \$250 000 in value can be procured by obtaining at least three written quotes.

7.4 Goods and services over \$250 001 in value

Formal public tenders are to be called where the value of the intended purchase exceeds \$250 001. Supply Services will arrange for these types of purchases in conjunction with NSW Government Procurement.

Separate thresholds apply to building and construction in accordance with the NSW Government's *Capital Project Procurement Manual*.

7.5 Printing

The purchasing delegation financial thresholds detailed above for goods and services also apply to printing.

Note: FRNSW currently has arrangements in place with SALMAT to provide printing, stock management and distribution for any printing requirements that have an ongoing supply component. Printing requirements of this nature can be arranged by contacting Supply Services (02) 9742 7443.

8 General conditions

The following apply to all purchases regardless of value:

- a. Monetary figures are inclusive of GST.
- b. Goods and services are not to be obtained prior to a Purchase Order being raised. FRNSW is not obliged to pay for goods and services without a formal written purchase authority. If in the case of extreme emergency where a Purchase Order is not immediately available, an

order may be provided after the purchase is made. In these circumstances a written statement is to be provided explaining the circumstances.

- c. Details of requirements of a repetitive nature should be referred to Supply Services so that consideration can be given to the arrangement of a contract if necessary.
- d. Sections/Stations located in regional areas are able to make local purchases of up to \$3000 in value (inclusive of GST), irrespective of whether the items concerned are available in contract, provided that the local purchases are more advantageous.
- e. Large purchases require Director, Commissioner or Ministerial approval, unless they are of a recurring nature for which a period/term contract has been established and budget allocation made.
- f. Branch/Section managers are encouraged to establish contracts for recurrent goods and services subject to compliance with the relevant legislation and observance of the limits imposed by the delegation of authority to incur/commit expenditure and with NSW Government and FRNSW guidelines.
- g. Notwithstanding the above requirements, if any goods or services requirement is considered of a nature that may require additional expertise to achieve a satisfactory outcome, the matter should be referred to Supply Services.
- h. Purchasing Officers seeking quotations for goods or services who identify a conflict of interest (perceived or real), such as a firefighter quoting for work in a private capacity, must ensure that any such conflict is managed in accordance with the [Conflicts of interest policy](#) and the principles of this *Purchasing policy*.

Contact Officer: Assistant Director Contracts and Supply, (02) 9742 7441

File Reference: SUP/00064

In Orders 2009/25, with amendments

Donations of equipment

Before a Brigade seeks or accepts the donation of equipment, the following guidelines should be met.

1. Equipment must be approved by the Zone Commander (or higher officer) in the first instance.
2. Equipment must be compatible with existing equipment used by FRNSW. Equipment specified and maintained by the Breathing Apparatus, Rescue and Communications Sections must be approved by the OIC of these Sections in writing. They may insist on a particular make and/or model or certain performance criteria.

Attention is also drawn to the fact that radio equipment is required to be licensed. Consultation with the Communications Section, who arrange this, is necessary before donation can be accepted.

Compliance with the obligations of FRNSW's State Government Contract for equipment purchase is necessary.

3. Where the acceptance of equipment causes that station to exceed the current or proposed allocated inventory, consideration should be given as to how the extra equipment will impact on stowage, overall weight imposed on appliances, operational procedures and to the on-going cost of maintaining the equipment. Sufficient funds must be included with the price of the purchased

equipment to cover the extra costs of special brackets, and fixing of equipment to the appliance by a tradesperson where this becomes necessary.

This must be considered by the Zone Commander in the initial approval for procurement.

4. Donated equipment will normally remain at the station receiving the donation. However, it becomes the property of FRNSW and may be re-distributed at any time as required. This would only occur during equipment upgrades or replacement of damaged equipment.
5. Upon receipt, the equipment will be added to the station inventory and other record systems as required. Where the equipment has been donated by a service club and a plaque is being provided to recognise the donation, the plaque should be attached to the wall within the watchroom of the station in a prominent location. The plaque must never be attached to the donated equipment but only be installed as approved in the above circumstances.
6. 'Service exchange' appliances (previously known as spare pumpers) may be fitted with donated equipment providing the above guidelines are satisfied.
7. The donation of equipment on a 'one for one' basis may require a change of allocation priority and all the circumstances should be examined on a case by case basis.

In Orders 1993/10, with amendments

see also the policy on [Additional equipment for firefighting vehicles](#) on page 647 and the CFU policy on [Donations and grants to CFUs](#).

Procurement of equipment - interim arrangements

FRNSW is currently undertaking a review of its overall minor equipment procurement, management and replacement programs. This review will include:

- a gap analysis
- the development of a business case
- the introduction of a coordinated and controlled program for specification review
- commonality and stowage arrangements (configuration management)
- implementation planning
- scheduled maintenance, and
- programmed replacement for all items of equipment associated with firefighting and emergency service activities.

This program will be supported by a suitably structured quality assurance program, computer database, and a configuration and inventory management system. Until such time as this program is reviewed and introduced the procurement of equipment other than that which is listed in the *Supply Catalogue* or [ESCAT](#) is restricted.

Until further notice no equipment other than that specified within the *Supply Catalogue* or [ESCAT](#) is to be purchased without the specific approval of the Equipment and PPE Committee in the first instance. Any application for variations should be supported by the relevant Area Commander or Director. No equipment is to be evaluated at fire stations unless it has been processed through the Equipment Development Officer in the first instance.

This instruction is designed to ensure that procurement, in the interim period, is limited to equipment that is currently on inventory and able to be managed.

Advice will be provided on the progress of the inventory management and quality assurance program as it progress.

Contact Officer: Assistant Director Operational Logistics, (02) 9742 7136

File Reference: CH0/02227

In Orders 2000/25, with amendments

Waste reduction and recycled purchasing

1 Introduction

The [Waste Avoidance and Resource Recovery Act 2001](#) and State Government policy require that statutory bodies and Government agencies reduce, reuse, recycle and buy recycled products, in particular office products. All agencies report biennially on the implementation of waste reduction and purchasing policy initiatives.

To minimise the impact of its activities on the environment, FRNSW must use resources efficiently and effectively, reduce the amount of waste it produces and recycle waste as much as possible.

2 Purchasing

Within the context of the [Purchasing policy](#) on page 706, preference will be given to items that:

- are produced in accordance with the principles of environmentally sustainable development
- have recycled content, and
- can be recycled or reused,

provided that performance on other selection criteria is comparable.

For more information about the *Purchasing Policy*, see [page 706](#).

3 Purchasing stationery

Corporate Express is FRNSW's contracted supplier for office supplies.

Corporate Express has released a 'Green Range' of recycled content office supplies. When ordering stationery supplies from Corporate Express, FRNSW has now limited all accounts to ordering only green products for the following:

- copy paper
- notebooks
- post-it notes
- diaries
- wall planners.

If a non-recycled product from the above list is ordered, the equivalent recycled alternative product will be substituted in its place. Staff in regional areas who currently order stationery supplies locally are encouraged to contact Corporate Express to arrange purchasing through the contracted supplier.

4 Waste reduction and resource use

All personnel are responsible for ensuring that the use of resources is economical, efficient and effective and does not lead to unnecessary loss or waste.

Personnel can contribute to waste reduction through practices such as:

- reducing use or reusing materials
- printing or photocopying double sided, or using email whenever appropriate
- turning off unnecessary lights, heaters, fans, or other electrical equipment
- avoiding disposable items, and
- if the use of disposable items is unavoidable, purchasing items made of biodegradable materials such as paper plates and cups rather than non-biodegradable materials such as plastics and polystyrene.

5 Recycling

FRNSW is to recycle used materials wherever possible. Personnel are encouraged to actively seek markets for recyclable items such as batteries, metals, plastics and other items.

Local Councils or private companies provide recycling services. Personnel are to use these recycling services where possible. Where recycling services are not currently provided, Station Commanders are to liaise with the Environmental Risk Advisor to arrange such services.

Further information regarding waste reduction and energy saving strategies and on buying recycled products is available through the Environmental Risk Advisor.

6 Reporting

NSW Government agencies are required to report biennially on the implementation of waste reduction strategies and recycled purchases through the [Waste Management and Reporting Policy](#). Managers therefore need to include records of recycled purchases and waste reduction strategies in business plans.

The above strategies will assist FRNSW to comply with the legislation and ensure that waste reduction, reuse, recycling and buying recycled products becomes common practice throughout the whole organisation.

Contact Officer: Environmental Risk Advisor, (02) 9265 2864

File Reference: NFB/00404 and SUP/00098B

In Orders 2007/18, with amendments

ESCAT permissions

The Electronic Supply Catalogue ([ESCAT](#)) is used across FRNSW. Due to the high number of users and the quantity of orders being transacted through ESCAT, the system of user access must ensure proven adherence with provisions of the [Delegations Manual](#).

1 Basic users

All employees are entitled to basic (default) user permission. At this level the user can browse the catalogue and transaction logs. Basic Users can also receipt items and place items into the purchase request basket.

To become a basic user, employees need only to have a current network identification profile and password. These are available from the IT help desk on (02) 9265 2833. Employees are reminded of their responsibilities regarding passwords as detailed in the policy on [Password security](#) on page 637.

2 Advanced users

Advanced users are defined as employees who have authority to expend FRNSW funds in accordance with provisions of the [Delegations Manual](#). Advanced users are able to submit (authorise) purchase requests up to the limit of their purchase delegation, relative to the position they occupy.

3 How to get Advanced user access

Employees seeking advanced user access are required to complete the ESCAT Advanced Permission Request Form, located at the ESCAT help page. This form can be completed on line and then printed. The form must be countersigned by the next level officer in your chain of command, and faxed to the Supply Services Unit on (02) 9742 7482.

4 Conditions of access

Use of ESCAT is a privilege. Access rights can be modified or withdrawn if misused. Purchasing activity in ESCAT is tracked and monitored. Purchases must be made in the best public interest, stand up to public scrutiny, and must make efficient and effective use of public funds.

Contact Officer: Project Manager e-Procurement, (02) 9742 7105

File Reference: SUP/00706

In Orders 2004/22, with amendments

Miscellaneous transaction voucher

The miscellaneous transaction voucher is to be used at all times when requesting services from internal departments other than Supply Services. Where an official number is required from the purchasing officer, the Request for Purchase Order is to be used by the person having delegated authority.

In Orders 1983/32, with amendments

Miscellaneous vouchers

The claimant's initials and name on all miscellaneous vouchers must be clearly printed or typed. This will materially assist the Accounts Section and thus avoid having cheques returned for alteration due to indistinct writing.

In Orders 1971/12

Suggestions for introducing, changing or improving operational equipment or protective clothing

1 Policy

All suggestions for introducing new or for changing/improving existing equipment and protective clothing must be submitted through your Area Commander/Manager to the Equipment Development Unit for evaluation and development.

Note: In accordance with the policy on [Procurement of equipment - interim arrangements](#) on page 710, no equipment other than that which is available through [ESCAT](#) may be purchased without the approval of the Equipment and PPE Committee.

2 Evaluation and development

Suggestions will be evaluated by the Equipment Development Unit in consultation with relevant specialist areas to ensure that they meet FRNSW's:

- operational needs
- occupational health and safety requirements, and
- purchasing policies.

The Equipment and PPE Committee is responsible for approving projects to introduce or change operational equipment or protective clothing.

The process for evaluation and development of suggestions is shown in the process flow for [Introduction/changes to equipment](#) posted on the Recommended Practices page of Station Portal.

Contact Officers: Assistant Director Operational Logistics, (02) 9742 7136 or Assistant Equipment Development Officer, (02) 9742 7460

File Reference: CHO/03952 In Orders 2007/9, with amendments

Unsolicited product offers

1 Introduction

FRNSW occasionally receives unsolicited proposals from companies or individuals promoting products such as stationery, office equipment, clothing, fashion goods, mugs, etc. The promoters are not usually authorised FRNSW suppliers and the products have not usually been evaluated or approved as meeting FRNSW requirements.

The proposals may be received in various forms, such as:

- direct approach from sales representatives
- telemarketing
- mail
- facsimile
- email, or
- Internet advertising.

2 Evaluation of unsolicited offers

To ensure that unsolicited proposals or promotions received by FRNSW are evaluated in a consistent and appropriate manner, they should be referred to the Supply Services Unit (SSU) to determine if they provide any benefit to FRNSW.

SSU will acknowledge any proposals and if necessary will refer them to the appropriate area for consideration. The SSU will also undertake to notify the company or individual if there is any interest in their proposal.

SSU should be notified immediately an unsolicited proposal, as described above, is received. Notification should be by telephone (02) 9742 7441, fax (02) 9742 7482 or email the Assistant Director Contracts and Supply.

3 FRNSW purchasing policy

The [Purchasing policy](#) on page 706 specifies fundamental principles which must be followed in all purchasing activities. They are intended to ensure consistency in the approach to purchasing and provide a basis by which purchasing decisions are made in the best interest of FRNSW. Three basic and important principles are:

- only purchase essential, approved, compatible and appropriate goods or services
- ensure open and effective competition, and
- obtain value-for-money.

The *Purchasing policy* includes an explanation of the responsibilities of Purchasing Officers, ie FRNSW personnel with a delegation giving them authority to make purchases. It is their responsibility to arrange the efficient and effective procurement of all goods and services necessary to support FRNSW activities, within the limit of delegated authority, while ensuring full compliance with all NSW government and FRNSW purchasing and related policies, guidelines and directives.

Contact Officer: Assistant Director Contracts and Supply (02) 9742 7441

File Reference: SUP/00670

In Orders 2004/1, with amendments

ASSET MANAGEMENT

Allocation of equipment to positions

Motor vehicles (except those issued to SES personnel), cellular telephones and pagers are issued to positions, and not individual officers in those positions.

When personnel are transferred or promoted, the motor vehicle (except for SES personnel) cellular telephone and pager allocated to the position are to be left in situ, and the transferred officer is to use the vehicle, telephone and pager of the new position.

Similarly, when an officer relieves in a position other than their own, the vehicle, telephone and pager from the substantive position are not to be taken to the relieving position.

Contact Officer: Staff Officer to Commissioner, (02) 9265 2811

File Reference: CHO/04410

In Orders 1999/5, with amendments

Transfer of assets form

When there is a change in *custodian, cost centre, or location* of plant and equipment, the Asset Transfer Form *must* be promptly completed and forwarded to the Asset Control Officer.

In the case of changing custodians, the form must be signed by the new and old custodians and both should retain a copy of the form. The new custodian should forward a copy of the form to the Asset Control Officer at the Logistics Support Centre, Greenacre.

When the transfer of assets form is received by the Asset Control Officer the transfer will be up-dated in the Asset Register, and a copy of the updated register will be forwarded to the relevant cost centres not later than the first week of the succeeding month. This form is also to be used for registering assets being used at home for security reasons by certain officers.

The following details must be completed on the transfer of assets form:

- transfer within or outside FRNSW;
- the asset's serial number;
- the description of the asset (model, make, etc);
- the quantity of assets transferred;
- the name of the custodian from who the asset has been transferred;
- the name of the new custodian;
- the cost centre and location from which the asset has been transferred;
- the cost centre and location to which the asset has been transferred.

For further enquiries, please contact Asset Control Officer, (02) 9742 7462.

In Orders 1992/26, with amendments

Loaning or hiring equipment

Duty Commanders and Station Commanders are instructed that fire fighting equipment is not to be lent to contractors or private citizens for use in connection with their business pursuits.

In special circumstances equipment may be hired by such persons provided that it is not used for the extinguishment of a fire or in such a situation where it is likely to be damaged. Any such request received

is to be carefully examined before permitting the equipment to be used. Fire appliances or equipment are not to be used other than for fire fighting purposes without permission.

Consolidated In Orders, page 68, with amendments

See also the policy on [Use of Fire and Rescue NSW uniforms and insignia](#) on page 675

Identification of equipment

To assist in the identification and recovery of FRNSW's property/equipment it is necessary that such property/equipment be clearly marked with the distinguishing letters 'FRNSW' together with such numbers and/or letters as are appropriate to the item. The use of permanent markings and barcoded labels is now a FRNSW system.

Such practice is to continue and Officers-in-Charge are to ensure that all items are clearly and correctly marked wherever possible by a method appropriate to the material involved.

Officers-in-Charge of stations and sections are to ascertain that all portable equipment not already identified by one or by a combination of the above methods, is so marked at the earliest opportunity.

It is essential that the method of marking chosen is appropriate to the material and one which will not weaken or damage the item so as to affect its function.

In Orders 1985/39, with amendments

Life supporting equipment

Identification of FRNSW safety and load bearing equipment used for the purpose of supporting persons should be limited to banding with paint, adhesive FRNSW labels or similar. Engraving by any method must not be used.

The equipment referred to includes:

- carabiners (snap hooks, hooks etc)
- harness hardware (rings, buckles etc)
- friction devices
- pulleys
- rope line terminations (swages, thimbles etc)
- safety line hardware used on aerial appliances
- any minor equipment used for supporting persons.

Where permanent identification is desirable, it will be applied by the manufacturer.

In Orders 1987/9, with amendments

Inventories

Station inventories are to be checked at all stations on the first working day of each month, and a report is to be furnished whether it be found correct or otherwise. The report will be held at the Area Office.

Consolidated In Orders, page 120, with amendments

TRANSPORT SERVICES

Courier services

1 Introduction

State Government Contract 069/630, *Courier delivery services*, has been established by the State Contracts Control Board and is available for use by all State Government Departments for the transportation of goods by local, intrastate, interstate or international service providers.

Toll Transport Pty Ltd has been selected from the State Government Contract to provide a goods delivery service to FRNSW.

2 Contractor details

Contractor:	Toll Transport Pty Ltd
Address:	Level 7 380 St Kilda Road Melbourne VIC 3004
Contact number:	13 88 44 (see Section 7, Arranging the courier service)

Courier services can be booked with Toll Transport between 0800 and 1730 Monday to Friday.

3 Application

Stations and sections may use the courier service to ship goods between stations and/or sections, or to return incorrectly ordered inventory to suppliers.

Note: Where Logistics Support Vehicles provisions exist, these are to be used in the first instance for station to station delivery arrangements.

This service is *not* to be used for the collection of purchased goods from suppliers whose contracts include delivery to FRNSW.

Collection and delivery can be performed for items ranging from a single envelope up to and including the shipment of multiple pallets, and dangerous goods.

4 Account numbers

A Toll account has been set up for all stations and sections.

Account numbers assigned to each group of stations and sections are detailed in the table below. Use the assigned account number to obtain the service.

Table 1. Toll account numbers

Toll Account Number	Station/Section Cost Centres
220737	All stations in Metropolitan East 1 and Cost Centres 20880, 20889, 20890 and 20961
220719	All Stations in Metropolitan East 2 and Cost Centre 20891
220739	All Stations in Metropolitan East 3 and Cost Centre 20892

Table 1. Toll account numbers

Toll Account Number	Station/Section Cost Centres
220730	All Stations in Metropolitan North 1 and Cost Centres 20881, 20882
220718	All Stations in Metropolitan North 2 and Cost Centre 20883
220720	All Stations in Metropolitan North 3 and Cost Centre 20884
250070	All Stations in Metropolitan South 1 and Cost Centres 20885, 20886
220734	All Stations in Metropolitan South 2 and Cost Centre 20887
220732	All Stations in Metropolitan South 3 and Cost Centre 20888
220735	All Stations in Metropolitan West 1 and Cost Centres 20893, 20894
220733	All Stations in Metropolitan West 2 and Cost Centre 20895
220723	All Stations in Metropolitan West 3 and Cost Centre 20896
220721	All Stations in Regional North 1 and Cost Centre 20963
220722	All Stations in Regional North 2 and Cost Centre 20964
220724	All Stations in Regional North 3 and Cost Centre 20965
220725	All Stations in Regional South 1 and Cost Centre 20967
220726	All Stations in Regional South 2 and Cost Centre 20968
220727	All Stations in Regional South 3 and Cost Centre 20969
220728	All Stations in Regional West 1 and Cost Centre 20971
220729	All Stations in Regional West 2 and Cost Centre 20972
220731	All Stations in Regional West 3 and Cost Centre 20973
220736	Regional North Area Office - Cost Centre 20962
220716	Regional South Area Office - Cost Centre 20966
220717	Regional West Area Office - Cost Centre 20970
S92848	Cost Centres 20710, 20713, 20721, 20796, 20801, 20802, 20803, 20805, 20809, 20820, 20821, 20822, 20825, 20827, 20848, 20850, 20852, 20853, 20855, 20857, 20866

Table 1. Toll account numbers

Toll Account Number	Station/Section Cost Centres
220738	Cost Centres 10009, 10515, 10516, 20735, 20738, 20790, 20840, 20842, 20849, 20858, 20859, 20860, 20864, 20867, 20868, 20873, 20900, 20905, 20909, 20911, 20912, 20914, 20915, 20916, 20917, 20918, 20919, 20921, 20922, 20923, 20924, 20926, 20927, 20928, 20930, 20932, 20941, 20955
220244	Cost Centres 20700, 20701, 20702, 20705, 20707, 20708, 20709, 20717, 20718, 20720, 20722, 20724, 20725, 20728, 20732, 20734, 20736, 20737, 20740, 20741, 20742, 20743, 20746, 20747, 20748, 20749, 20774, 20775, 20776, 20778, 20826, 20871, 20872, 20874, 20876, 20877, 20897, 20898, 20903
220761	Hazardous Materials Response Unit - Technical Service Centre

To update stations and cost centres in this table, contact the Supply Services Unit on (02) 9742 7444.

5 Rescue equipment servicing

Toll Transport will provide the courier service for rescue equipment that requires routine servicing through the Rescue Section, Amarina Ave, Greenacre.

Where rescue equipment requires urgent repairs or major maintenance, you must initially contact the Rescue Equipment Service Technician on 0418 437 656 or 0407 927 213.

If the item requires exchange, the Rescue Service Centre will arrange for a replacement to be issued to the station, and enclose a return consignment note with the shipment. This will enable the station to return the damaged goods to the Rescue Service Centre with all freight costs paid by the Rescue Section.

Note: Where the shipment is a return of rescue equipment, use the Account Number **220738** and Cost Centre Number **20858**.

The station must complete the details on the consignment note provided, attach to the outside of the shipping box, and contact Toll Transport using the directions in Section 7, [Arranging a courier service](#) on page 721.

6 Hazmat equipment servicing

Toll Transport will provide the courier service for hazmat equipment that requires routine servicing through the Hazmat Service Centre, Anzac Street, Greenacre.

Where hazmat equipment requires urgent repairs or major maintenance, you must initially contact the Hazmat Service Technician on either PAX 5863 or (02) 9709 4335.

If the item requires exchange, the Hazmat Service Centre will arrange for a replacement to be issued to the station, and enclose a return consignment note with the shipment. This will enable the station to return the damaged goods to the Hazmat Service Centre with all freight costs paid by Hazmat.

Note: Where the shipment is a return of hazmat equipment, use the Account Number **220761** and Cost Centre Number **20863**.

The station is to complete the details on the consignment note provided, attach to the outside of the shipping box, and contact Toll Transport using the directions in Section 7, [Arranging a courier service](#).

7 Arranging a courier service

Before contacting Toll Transport to arrange shipment of any goods, ensure that the following checklist is used (where applicable) before despatch.

Table 2. Pre-despatch checklist

Preliminary checklist	
1	Drain the equipment tanks of any combustible fuels.
2	Attach and complete a pink service tag detailing the damage/problem.
3	Securely package the item into a suitable carton/box ready for shipment.
4	Weigh the boxes or cartons requiring shipment.
5	Measure the dimensions of the largest box or carton.
6	Attach the consignment note to the box or carton, and write the complete delivery address in a black permanent marker on the box or carton.
7	Ensure all the goods are ready for immediate collection.

To streamline the delivery process, consignment notes are not required to be maintained at each station or collection point. Instead, employees can book a courier service with Toll Transport, and the courier driver will arrive with a consignment note. The details of the delivery must be completed on the consignment note by the employee and attached to the goods/carton/box being transported.

To book the courier service, call Toll Transport on 138 844 and provide the operator with the following information:

Table 3. Booking a courier service

Step	Information required	Notes
1	Account number	Refer to sections 5, 6 and 7 and above.
2	Name and preferred contact telephone number	Person booking the call.
3	Name and telephone number of person the courier driver will collect from on arrival	Person responsible for the collection - usually same as above.
4	Any special instructions	Pick up at reception, dangerous goods, pallet/heavy load. Note: Equipment with a fuel reservoir, air cylinders, petrol and extinguishers are classified as dangerous goods under the transport industry practice and must be brought to the attention of the operator when booking the service (see Section 8 on packaging requirements for dangerous goods).
5	Number of items in delivery	

Table 3. Booking a courier service

Step	Information required	Notes
6	Total weight of delivery	
7	Dimensions of the largest carton	
8	Service type	The default service provided is 'off peak' delivery within 2-3 days for NSW, VIC, TAS and QLD, and 5-7 days for WA, NT and SA. Urgent or same day services can be requested at higher rates.
9	The time the goods will be ready for collection	
10	Closing time of the business address	Where applicable.
11	Sender's reference number Note: For station/section costed services provide your Station number or Cost Centre number.	Station numbers have a 10 prefix and administrative areas have a 20 prefix, eg 260 Newcastle Station is 10260. Where the shipment is a return of hazmat equipment ONLY, use the Account Number 220761 and Cost Centre Number 20863 . Where the shipment is a return of RESCUE equipment ONLY, use the Account Number 220738 and Cost Centre Number 20858 .
12	Delivery destination postcode	

Once all details have been conveyed, you will be provided with a booking number. The booking number must be written on the item(s) ready for collection.

To enquire on the progress of any courier service delivery, contact Toll Transport on **13 88 44**, and provide the booking number.

8 Dangerous goods

8.1 Transport of dangerous goods

FRNSW regularly transports the items listed below which are classified as dangerous goods. Dangerous goods should only be shipped by road transport. The Hazmat Technical Service Centre may be contacted on (02) 9709 4335 to provide advice on dangerous goods requirements for items not appearing in this table, and confirm the appropriate method for adequate packaging and transport.

8.2 Packaging requirements

Using Table 4 and Diagram 1 below, package the goods before contacting Toll Transport to arrange shipment.

Table 4. Dangerous goods regularly transported by FRNSW






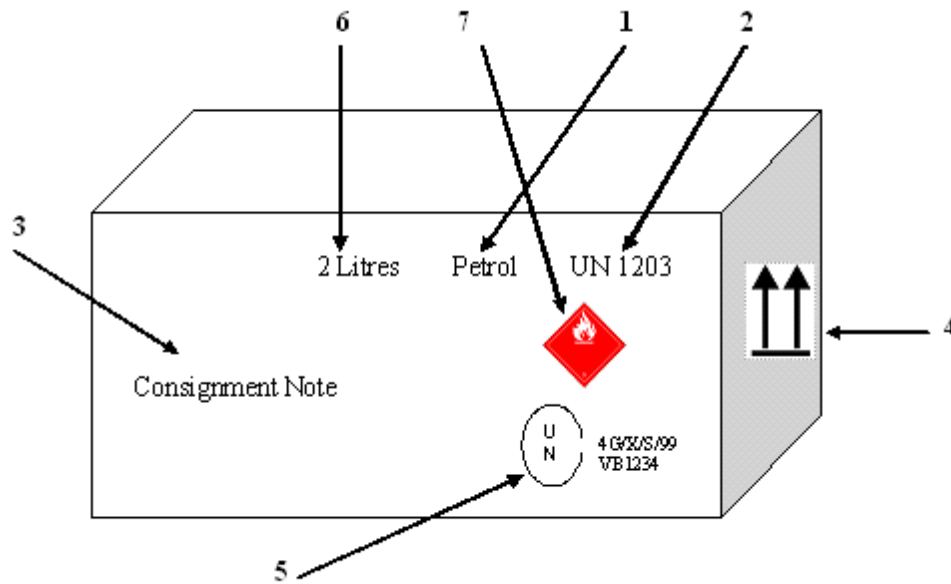
UN No	Class	Proper Shipping Name	Hazard Label	Transport Mode
1002	2.2	Compressed Air		Road transport only
1956	2.2	Compressed Gas		Road transport only
1075	2.1	Petroleum Gases, Liquefied		Road transport only
1203	3	Petrol		Road transport only
1044	2.2	Fire Extinguishers		Road transport only

Diagram 1. Minimum requirements for packaging



Legend

1. Proper Shipping Name (Refer Table Above).
2. UN Number (Refer Table Above).
3. Consignment note affixed to this position.
4. Orientation labels (this way up). One label on each side of the package.
5. UN specification markings or Ltd Qty markings, whichever applicable.
6. Net quantity of dangerous goods in the package.
7. Hazard label, to be on same face as consignment note.

8.3 Declaration

When sending dangerous goods by road, the following standard declaration form must be completed in duplicate. One copy of the declaration must be attached to the outside of the box and the other supplied to the driver on receipt. Declaration forms are available on [Station Portal](#).

9 Supply details

Hazard and Packaging Labels are available on [ESCAT](#).

10 Accounts invoicing

Toll Transport will submit invoices for payment electronically on a weekly basis. The invoices will be referred to the relevant Zone or Finance Office. Invoices will be provided in Excel format and detail all requests conducted during the period, for all the stations and sections within each Zone.

Contact Officer: Supply Officer, (02) 9742 7443, or Assistant Director Operational Logistics, (02) 9742 7136

File Reference: SUP/00279

In Orders 2009/13, with amendments

Delivery books

Station delivery books are to be used whenever goods are taken from City of Sydney Fire Station or Area forwarding stations for distribution to stations within the Area or vice versa.

The driver making the delivery is to itemise all goods for each station on a separate page in the delivery book and will sign each docket. Personnel taking delivery of such goods will sign the page or pages as having received same and will retain the original page. The carbon copy will remain in the delivery book.

When goods are being returned to City of Sydney Station from other stations such goods are to be itemised in the delivery book, and the driver taking delivery will after receipting the book, take the articles and original page to the forwarding station. Goods collected from within the Area will be picked up and signed for by a Transport Assistant. The driver will deliver the articles, together with the original and copy pages, to the Section concerned, where such will be checked.

It is imperative that the Station Commander at each station keep a record of all goods taken and received in this manner in order that a check may be kept on the disposition of gear and equipment when taking station inventory, etc.

Consolidated In Orders, page 49, with amendments

DISPOSALS POLICY

1 Scope

This policy covers the disposal of FRNSW plant, equipment, uniform and clothing in accordance with the [Public Sector Management \(Goods and Services\) Regulation 2000](#), the [NSW government procurement guidelines: disposals](#) and the State Contracts Control Board's [Disposals delegation](#).

The policy should be read in conjunction with the [Delegations Manual](#).

2 Application

This policy applies to the disposal of plant and equipment owned by the FRNSW including:

- plant
- firefighting equipment
- rescue equipment
- hazardous materials equipment
- breathing apparatus equipment
- communications equipment
- computer equipment
- electrical appliances
- station equipment
- office furniture
- uniform
- personal protective clothing and equipment.

It does not does apply to:

- vehicles (both major and minor fleet), which are disposed of under the *Fleet capital program*
- leased plant which will be covered under a separate policy
- real property (land and buildings) which is covered by Premiers Memorandum 2003-3, [Property disposal reforms](#), and the [Total asset management manual](#), or
- records, which are covered by the [Records management policy statement](#) and FRNSW's *Functional retention and disposal authority*.

3 Criteria for disposal

A person authorising the disposal of FRNSW goods must ensure that the item is no longer required by FRNSW and record and approve the reason for the disposal on the [Disposal form](#) available on Station Portal.

Criteria for disposal include that the goods are:

- no longer required
- unserviceable or beyond economic repair
- technologically obsolete and operationally inefficient
- part of an asset replacement program.

4 Surplus equipment

Station Commanders and section supervisors are responsible for ensuring that equipment identified as surplus to their area's needs is not kept in the station or section store but is returned to Supply Services or the appropriate specialist area by prior arrangement.

5 Who may dispose of goods?

FRNSW plant, equipment, uniform and protective clothing may only be disposed of by a person in a position with authority under the [Delegations manual](#) in accordance with this policy.

6 Unauthorised actions

Any employee who sells, exchanges, keeps or disposes of FRNSW goods without authority may be referred to Workplace Standards and disciplinary proceedings may be initiated against them. Workplace Standards may also be required, depending on the circumstances, to refer the matter to the NSW Police and the ICAC.

FRNSW monitors Internet auction sites such as eBay. Any instances of FRNSW uniform or equipment appearing for sale on these types of sites will be referred to Workplace Standards who may refer the matter to NSW Police and the ICAC.

7 Accountability and record keeping

Commanders and managers are responsible for the plant and equipment in their area of responsibility. They must ensure that items are assessed for disposal and disposed of in accordance with this policy.

The [Disposal form](#) (available on Station Portal) must be completed by all the required personnel before disposal. This form is the official record of the disposal and is used to maintain the Assets Register. A copy of the duly signed disposal form should be sent to the Asset Control Officer at Greenacre.

8 Consultation

At stations or sections supervised by on-shift staff, and at stations with both permanent and retained crews, the officer authorising disposal must consult with the other officers at the station or section before authorising the disposal.

If a consensus cannot be reached the matter must be referred to the Duty Commander or manager who will make the final decision.

9 Methods of disposal

FRNSW disposes of goods by methods including, but not limited to:

- public auction
- negotiated sale
- writing off the value of goods and then recycling or destroying them
- sale or transfer to other agencies
- donation to charities or community/non profit organisations.

Guidelines on the appropriate disposal method for most goods are given below. Usually this is by auction, sale or writing off the value of the goods.

Note: Proposals for disposal by sale or transfer to other agencies or donation to charities or community/non-profit organisations must be referred to the Assistant Director Operational Logistics for approval.

10 Heritage or historical items

If you think that an item to be disposed of may have heritage or historical significance, contact the Manager Contracts and Supply on (02) 9742 7444 for an assessment.

11 Removal of FRNSW markings

Before an item is disposed of, it must be stripped of any FRNSW markings.

FRNSW logos or insignia that are disposed of must be destroyed by cutting, shredding or another means so as to make them unusable prior to disposal.

Note: Under [Section 63B](#) of the *State Emergency and Rescue Management Act*, it is an offence to sell or exchange FRNSW logos without authority (see [Fire and Rescue NSW logos](#) on page 564, and [Use of Fire and Rescue NSW uniforms and insignia](#) on page 675).

12 Operators manuals

Operators manuals should be disposed of with the equipment. Where equipment has to be returned to a central location for disposal, the operators manual should be returned with the equipment.

13 Disposal schedule

Firefighting equipment	
Description	Includes all minor firefighting equipment such as ladders, positive pressure fans, portable pumps hose, hose couplings and hose spanners. Excludes rescue and hazmat equipment and personal protective equipment.
Authority	Delegates under delegation 3.2.
Disposal methods	Disposal will be through the Government contracted auction house nearest to the equipment location. In the case of hose, the couplings are to be removed and returned to Supply Services at Greenacre and the hose length is to be disposed of at the local waste disposal centre.
Office and station furniture and equipment	
Description	All non-leased office and station furniture and equipment including chairs, tables, office desks, computer desks, beds, mattresses and exercise equipment.
Authority	Delegates under delegation 3.2
Disposal methods	If the item or combined group of items has a value of more than \$200, return it to Supply Services at Greenacre by prior arrangement for disposal by sale or auction through the Government contracted auction house. If the item has no value (mattresses in particular) it is to be disposed of at the local waste management centre.

Electrical equipment	
Description	Includes electric heaters, battery chargers, portable lights, polishers, vacuum cleaners, stoves, fridges, televisions, VCRs, DVD players, desk lamps. Excludes computers and communications equipment.
Authority	Delegates under delegation 3.2
Disposal methods	<p>If the individual item has a value of less than \$50, make it inoperable by cutting the power cord and dispose of it at the local waste management centre.</p> <p>If the individual item is still serviceable and has a value greater than \$50, return it to Supply Services at Greenacre by prior arrangement for sale through the Government contracted auction house.</p>
Communications equipment	
Description	Includes two way radios, all mobile phones, all station phones and fixed phones, all portable radios, chargers, batteries, fax machines, answering machines, and communications equipment in ComCen rooms and Incident Control Vehicles.
Authority	Delegates under delegation 3.2
Disposal method	Communications equipment must be returned to Communications Services at Greenacre for disposal through the Government contracted auction house.
Computer equipment	
Description	Includes personal computers, laptops, servers, monitors, keyboards, printers, software.
Authority	Delegates under delegation 3.2
Disposal method	All computer equipment must be returned to the Information Systems Group at Head Office. Before disposal through the Government contracted auction house, the equipment will be forwarded to a contractor who will ensure that all information is removed from hard drives.
Rescue equipment	
Description	All rescue equipment including hydraulic equipment, hydraulic hose, stretchers, cordage and associated hardware, power saws, chain saws, generators.
Authority	Delegates under delegation 3.2
Disposal method	<p>All rescue equipment must be returned to the Rescue Section at Greenacre.</p> <p>If the equipment has a commercial value it will be forwarded by prior arrangement to Supply Services for sale through the Government contracted auction house.</p> <p>If it has no commercial value it will be disposed of through an approved waste management company.</p>

Breathing apparatus and hazardous materials equipment	
Description	All breathing apparatus, hazardous materials and counter-terrorism equipment including breathing apparatus, gas detectors, thermal imaging cameras, defibrillators, first aid equipment, spillage suits, fully encapsulated gas suits, booms, decontamination equipment, gas detectors and radiation detectors.
Authority	Delegates under delegation 3.2
Disposal method	All breathing apparatus and hazardous materials equipment must be returned to the Hazardous Materials Response Unit Technical Service Centre at Greenacre. If the equipment has a commercial value it will be forwarded by prior arrangement to Supply Services for sale through the Government contracted auction house. If it has no commercial value it will be disposed of through an approved waste management company.
Other plant and equipment	
Description	Includes all plant and equipment other than that listed above, such as workshop equipment, tools, vehicle spare parts and machinery.
Authority	Delegates under delegation 3.2
Disposal methods	If the equipment has a commercial value it will be forwarded by prior arrangement to Supply Services for sale through the Government contracted auction house. If it has no commercial value it will be disposed of through an approved waste management company.
Personal protective clothing	
Description	Includes all protective clothing as identified in the <i>Recommended practice for wearing of uniforms and personal protective equipment</i> . Including clothing worn by CFU members. Excludes footwear, socks, gloves and hazardous materials equipment such as spillage or gas suits.
Authority	Delegates under delegation 3.2
Special conditions	In accordance with Clause 21 of the <i>Fire Brigades Regulation 2008</i> , when a firefighter resigns or retires, they must return all personal protective clothing to their supervisor for disposal. In the case of CFU units the CFU leader will forward those items to the Deputy Manager Bushfire/Natural Hazards, Community Fire Units.
Disposal method	All personal protective clothing must be forwarded to Supply Services for disposal through an approved waste management company.
Uniform	
Description	Includes all dress uniform and duty wear. Excludes footwear, socks and gloves.
Authority	Delegates under delegation 3.2

Special conditions	In accordance with Clause 21 of the <i>Fire Brigades Regulation 2008</i> , when a firefighter resigns or retires, they must return all items of uniform to their supervisor for disposal. Firefighters may be permitted to retain their dress uniform by a delegate under delegation 3.2.
Disposal method	Uniform items must have all FRNSW markings removed and then be destroyed by cutting the items into pieces so that they cannot be used again. After removal of markings and destruction, uniform items must be disposed of through the local waste collection.

Contact Officers: Assistant Director Operational Logistics, (02) 9742 7136, or Assistant Director Contracts and Supply, (02) 9742 7441

File Reference: CHO/07835

In Orders 2007/6, with amendments

INSPECTION AND MAINTENANCE

Inspection of equipment

Station Commanders and rostered drivers will be held responsible for ensuring that appliances and equipment are in efficient working order at all times and ready for immediate use.

Without detailing a specific routine checking list, areas to be closely observed are hauling lines on portable ladders and moving parts on the small gear, branch nozzles, etc.

In the event of this instruction not being complied with, disciplinary action may follow.

In Orders 1982/19, with amendments

Drying after inclement weather

Station Commanders are instructed that after periods of inclement weather, all gear and equipment that is susceptible to dampness is to be properly aired in order to prevent damage by mildew.

Consolidated In Orders, page 66, with amendments

Electrical equipment

Regular inspection of electrical equipment either on FRNSW premises or carried on firefighting vehicles is the responsibility of all staff.

The safety of members and the public may rest upon protection from the hazards associated with the use of electrical equipment.

Station Commanders are to ensure that a regular check is made by physical inspection of all electrical extension leads and leads connected to portable appliances.

Such inspections should take notice of cuts, abrasions or damage to the external insulated sheathing and examine for exposed conductors within the sheathing. Similarly, the condition of the connecting plugs at either end of the lead should be examined for exposed conductors.

Under no circumstances is any attempt to be made by firefighting staff to effect repairs of any nature to electrical equipment or to interfere in any way with insulated sheathing except for the initial external check.

If doubt exists as to the safety of electrical equipment including extension leads or appliance cords, the equipment is to be immediately removed from service and an electrician contacted for repair or condemnation.

In Orders 1991/14, with amendments

Equipment malfunctions and quarantine procedures

1 Introduction

When operational equipment malfunctions, contributes to the cause of an injury or is involved in a near miss, the Equipment Development Unit must be notified so that an investigation and risk assessment can be carried out.

The results of the investigation will be used to ensure compliance with the *Occupational Health and Safety Act 2000* and manage the risks associated with the equipment by:

- issuing equipment recalls
- improving training
- improving the design or choice of equipment
- dealing with supplier issues and building improvements into contracts.

2 General equipment breakdowns

Equipment is regarded as having broken down if it fails to pass pre-operational checks during normal station inventory tests and checks in accordance with a FRNSW Recommended Practice or the manufacturer's instructions.

The Officer in Charge is responsible for ensuring the piece of equipment is returned to the functional area responsible for the service and maintenance of the equipment. If you are unsure which area is responsible, check the [WILE](#) database. Use the 'Unserviceable' (pink) tags to identify broken down equipment.

3 Equipment malfunctions

Equipment is regarded as having malfunctioned if it has failed at a drill or incident.

The Officer in Charge is responsible for ensuring that the equipment is:

- clearly marked as 'Unserviceable'
- placed in the quarantine bag with a completed [Quarantine form](#) (see section 6), and
- returned to the Equipment Quarantine Area at Greenacre.

The Equipment Development Officer will then conduct an analysis into the possible cause of the malfunction.

4 Equipment involved in an injury or near miss

If equipment is involved in a 'serious incident', as defined in [Management and investigation of safety incidents policy and procedures](#) on page 178, the procedures those instructions for protection of serious incidents sites must be followed, as well as this instruction.

If a piece of equipment or personal protective equipment is involved in an injury or near miss it must be placed in the quarantine bag with a completed [Quarantine form](#) and returned to the Equipment Quarantine Area at Greenacre.

A memo from the person involved as well as the Officer in Charge must be sent to the Equipment Development Officer through the normal chain of command. The Equipment Development Officer will then liaise with the Health and Safety Branch and the Operational Safety Coordinator as part of the investigation process.

5 Quarantine bags and pouches

Quarantine bags and pouches have been issued to Regional Zone Offices and to Logistics Support Vehicles in Sydney, Newcastle and Wollongong for use in transporting equipment that has malfunctioned or been involved in an injury or near miss. For security reasons the Quarantine Bag is to be sealed with an anti tampering tag. For supply of additional quarantine bags, pouches and security tags, see [ESCAT](#).

6 Quarantine forms

When dispatching a piece of equipment in a quarantine bag or pouch, the Officer in Charge must ensure that the [Quarantine form](#), available on Station Portal, is filled in and placed in the clear plastic window of the quarantine bag or pouch with the return address side showing.

A note must be made in the Occurrence Book of all quarantined equipment entering or leaving the station. The Officer in Charge must also ensure a copy of the receipt is collected when equipment is returned and filed at the station.

Contact Officers: Assistant Director Operational Logistics (02) 9742 7136, or Equipment Development Officer, (02) 9742 7174

File Reference: CHO/6168 and EDU/00178

In Orders 2008/18, with amendments

Equipment repair and service

1. It should be noted by all fire stations and sections that the Stores at Greenacre no longer exists and items of equipment are *not* to be forwarded for repair, service or storage.
2. The Officer-in-Charge is to assess the condition of equipment to determine if repair is warranted.

If not deemed repairable, the item is to be condemned and the officer must report action taken to dispose of equipment, then submit requisition for replacement through appropriate channels.

If deemed repairable, arrangements are to be made in accordance with the list below.

Item	Service	Period Order No
Generator (1 and 2 kva)	GSA John Hill Electrical	122251
Vacuum cleaners (Domestic/industrial/ wet-dry)	Industries Pty Ltd 3 Enterprise Avenue PADSTOW NSW 2211 Telephone: (02) 9773 7193 Country areas Local contractor as available	
Branch, firefighting (Akron, AWG, Hoenig) and Ladders	Receipt and Dispatch Amarina Avenue GREENACRE NSW 2190	
Power saws, chain saws	GSA Lawrence Bros 21 Forest Road HURSTVILLE NSW 2220 Telephone: (02) 9587 2744 or, local area repair facilities	122254
	Country areas local area repair facilities	
Furniture, minor electrical appliances	As assessed by Officer-in-Charge and actioned as per paragraph 2 above. Electrical appliances such as toasters, bar heaters, kettles, etc, are to be assessed at station level and not sent to Greenacre for repair.	
Torches (Seatite, Wolflite and Streamlite)	Instrument Section Amarina Ave GREENACRE NSW 2190 Telephone: (02) 9742 7343	
Exercise bike	Contact the Health and Fitness Coordinator Health and Safety Branch Telephone: (02) 9265 2800	

Country area period and single requirement orders should be arranged through the Zone Commander's Office.

3. The equipment is to be forwarded direct to the contractor by either the Logistics Support Vehicle or the contracted Additional forms are available from the courier, in accordance with the policy on [Courier services](#) on page 718.

In Orders 1991/22 as amended by In Orders 1992/18, 1993/20, 1996/14, 2008/2 and 2009/13, with amendments

Communications equipment

Communications equipment sent for maintenance or repair by the Communications Unit must be specifically addressed, as follows:

Communications Service Section
Fire & Rescue NSW
Amarina Avenue
GREENACRE NSW 2190

Communications equipment requiring either repair or maintenance must be securely wrapped prior to shipment and clearly and securely labelled as above.

In Orders 1991/19, with amendments

Repair labels

To enable easier identification of serviceable and unserviceable repairable equipment being returned to the Engineering Services Unit for repair, identification labels are available through ESCAT.

Cat no 01894 - Label Identification Unserviceable/Repairable (Pink)

This label is to be affixed to all equipment being returned to repair facility by stations or sections, listing details as applicable on label as follows:

FRONT	Stock/ref no	- where available
	Part no.	- if applicable
	Description	- full details
	Quantity	- as necessary
	Serial nos	- as necessary
	Unit returning	- name of station/section
REVERSE	Signature, Rank and date	- self explanatory
	Unserviceable/repairable	- as applicable
SIDE	Reason defective	- self explanatory
	Deficiencies	- state whether item complete or incomplete when returning

In Orders 1982/5, with amendments

BREATHING APPARATUS

SCBA cylinders

Cylinder pressure

1 Introduction

FRNSW uses 200 bar and 300 bar cylinders on its SCBA:

- 200 bar cylinders are 9 litres in capacity, have a flat bottom and have a sticker stating that they are pressurised to 207 bar.
- 300 bar cylinders are 6.8 litres in capacity, have a rounded bottom and have a sticker stating that they are pressurised to 300 bar.

2 When to change cylinders

Australian Standard AS/NZS 1715 - 1994, *Selection, use and maintenance of respiratory protective devices*, Clause 7.6.3 (e) requires cylinders to be recharged before the contents have dropped to below 80% of full working pressure.

During pre-operational checks the pressure of the cylinder contents must be checked and cylinders replaced as follows:

- 200 bar cylinders must be replaced at 160 bars or below,
- 300 bar cylinders must be replaced at 240 bars or below.

3 Cylinder valve caps

A yellow cap on the valve of a cylinder indicates that the cylinder is full.

Any cylinder that does not have a yellow cap in place will be regarded as needing to be filled. The cylinder does not need to be marked in any way to say that it is empty.

Contact Officer: Deputy Manager Hazardous Materials Technical/Servicing, (02) 9709 3479

File Reference: CHO/03232

In Orders 2001/24, with amendments

Hydrostatic testing of SCBA composite cylinders

1 Introduction

Under Australian Standard AS 2337.3:2006, *Gas cylinder test stations - transportable gas cylinders - periodic inspection and testing of composite cylinders*, the time period for hydrostatic testing of composite cylinders is five years. This is an increase from three years under the previous standard.

2 FRNSW testing and disposal schedule

All FRNSW Self Contained Breathing Apparatus (SCBA) composite air cylinders must be hydrostatically tested every five years.

After 15 years service, the cylinders must be removed from service.

Note: this applies to both 207 bar and 300 bar composite air cylinders.

3 Identification of cylinders due for testing

All FRNSW SCBA composite air cylinders have a colour coded ring around the neck of the cylinder showing the year when the five year hydrostatic test is due. The date of the last hydrostatic test is also stamped on the neck of a 207 bar cylinder and laminated on the side of a 300 bar cylinder. Therefore the date of the next test is now due 5 years from that date.

Note: The colour ring around the neck indicates the year of test only. The actual month when the test is due is indicated specifically by the stamped or laminated date.

A table showing how the colour coding system identifies the year last tested and the year testing is due is on the Intranet at http://home/State%20Operations/hazweb/documents/work_instructions/cylinder_test_colours.pdf.

4 Testing procedure

When the colour ring on the neck of the cylinder aligns to the Due for Test column in the table:

- 4.1 Refer to either the stamped test date on the 207 bar cylinder or laminated test date on the 300 bar cylinder to determine the month when the test is due.
- 4.2 Do not refill the cylinder after use if it is past its due service date as indicated by the stamped or laminated date.
- 4.3 Remove the cylinder from service if it is past or near its due service date as indicated by the stamped or laminated date.
- 4.4 Contact the station that usually fills your cylinders to arrange for service or disposal.

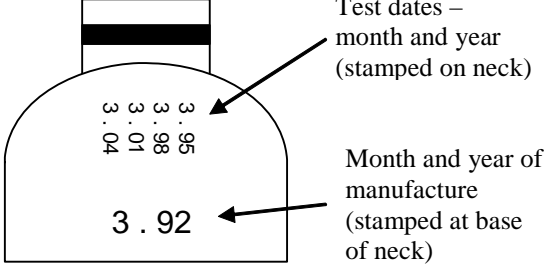
Note: Cylinders that are due for test and are full may be used on a SCBA but must not be refilled until tested. Firefighters should be aware that when a cylinder is due for service it should be returned as soon as possible.

5 Identification of cylinders due for removal from service

SCBA cylinders are to be removed from service once they reach 15 years of service.

During the transition period of changing from a 3 yearly to 5 yearly test arrangement the coloured band around the neck of some SCBA cylinders will not clearly indicate when they should be removed from service.

To identify when a cylinder was placed into service and to calculate when it is to be removed from service inspect the cylinder as detailed below:

207 bar SCBA cylinder	300 bar SCBA cylinder
 <p>Test dates – month and year (stamped on neck)</p> <p>Month and year of manufacture (stamped at base of neck)</p>	<p>As there are several different types of laminated markings on 300 bar cylinders the year of manufacture can be determined by inspecting the laminated section on the side of the cylinder. The year of manufacture is the first date laminated on the cylinder. All subsequent test dates laminated individually over the initial laminated section.</p>
<p>Year of manufacture of cylinder is March 1992, therefore this cylinder is to be removed from service in March 2007.</p>	<p>As with 207 bar SCBA cylinders 300 bar SCBA cylinders have a 15 year lifespan.</p>

6 Further information

For further information, contact the Hazmat Technical Service Centre on (02) 9709 4335.

Contact Officer: Deputy Manager Hazmat Technical/Servicing, (02) 9709 4335

File Reference: CHO/01900

In Orders 2007/6, with amendments

Oxy-Viva equipment

Maintenance

1 Contents of Oxy-Viva sets

Oxy-Viva sets should contain the following 11 items:

- 1 x adult resuscitation mask
- 1 x child resuscitation mask
- 1 x adult oxygen therapy mask (pre-packaged with plastic tubing)
- 1 x child oxygen therapy mask (pre-packaged with plastic tubing)
- 3 x guedel airways (0 - 1 - 2 gauges)
- 1 x yankauer sucker
- 2 x iso-guard one-way filters
- 1 x packet bodok seals

Replacement stock can be ordered 24 hours a day from the Hazardous Materials Response Unit Technical Service Centre.

Note: Do not store anything else in the Oxy-Viva unit. Emergency operations could be hindered by additional items.

2 Damaged or malfunctioning sets

Remove Oxy-Viva sets that are damaged or not functioning correctly from the appliance or section and contact the Hazardous Materials Response Unit Technical Service Centre immediately. The Technical Service Centre will supply an exchange set in return for the faulty equipment.

3 Cylinder pressure

Replace the oxygen cylinder when the pressure drops to 5000 kPa on the gauge (approximately 1/3 capacity).

Immediately return the cylinder to a Hazardous Materials Response Unit for exchange.

4 Routine maintenance

Each station or section is responsible for routine checking and cleaning of its Oxy-Viva sets. The *Firefighters Training Manual*, Volume 2, Topic 6, Section 5, pages 30-32 gives the recommended procedure for cleaning and decontamination of Oxy-Viva equipment.

4.1 Reusable equipment

BA disinfectant should be used to clean and disinfect reusable Oxy-Viva equipment.

Some resuscitation masks are reusable. They can be identified by their two-part construction of hard plastic with a softer rubber surround. These can be cleaned and disinfected for reuse in the prescribed manner.

Note: The use of mechanical action (scrubbing) is the most essential component of the cleaning process.

4.2 Single-use equipment

All tubing, oxygen therapy masks, guedel airways, yankauer suckers and iso-guard one-way filters are single use disposable items. They are supplied in unbroken packaging and should be disposed of after single use or when the packaging is broken.

4.3 Do not use oil or grease with oxygen equipment

The use of oil or greases to lubricate portions of any oxygen delivery equipment is dangerous. The action of oxygen on grease or oil causes rapid oxidation and may result in spontaneous combustion or an explosion.

Do not use oil or grease of any kind for lubricating the cylinder valve, gauge valve, reducing valve or other fittings. Do not allow oil or grease to come into contact with the breathing bag, mouthpiece or facemask.

5 Three yearly service

Every three years Oxy-Viva sets should be returned to the Hazardous Materials Response Unit Technical Service Centre for servicing.

Contact Officer: Deputy Manager Hazardous Materials Technical/Servicing, (02) 9709 3479

File Reference: CHO/01219

In Orders 2000/17, with amendments

Disposable resuscitation shields and pouches

1 Background

An emergency cardio-pulmonary resuscitation (CPR) pouch, containing a disposable CPR shield and disposable gloves, is available for firefighters to carry in their pockets. The use of the pouch is optional.

2 Use of the CPR shield

The pouch is designed for emergency use only. The disposable CPR shield is not intended to replace standard resuscitation equipment but is for use if CPR is required and access to the equipment is not available, or if multiple patients require CPR.

Normal first aid procedures should be carried out before starting CPR. If CPR is required, remove the shield from the plastic wrapping and place it over the nose and mouth of the patient. Directions for correct placement are given on the shield. The elastic loops must be secured over the patient's ears before starting CPR.

The disposable CPR shield and gloves are for single use only. They must be discarded after use and replaced when practicable. Replacements are available through [ESCAT](#).

*Contact Officers: Assistant Director Operational Logistics (02) 9742 7136, or Supply Officer,
(02) 9742 7447*

File Reference: SUP 00762 and NFB/00130 In Orders 2008/8, with amendments

Disposable dust masks

Disposable particle masks (dust masks) have been issued to all Brigades. These masks, which fit over the nose and mouth, offer respiratory protection against particulates (small particles) that may be in the atmosphere in which firefighting personnel may be required to work.

Because the mask is only a filter it is not to be used in atmospheres which contain smoke, fumes, gases, toxic substances or which may be deficient in oxygen. In these cases self contained breathing apparatus must be used.

Where the particle mask is used consideration should be given to eye protection in the form of general purpose goggles.

The particle masks are to be carried on the appliance in the SCBA extension mask box, or other suitable stowage position on appliances not carrying extension mask equipment.

In Orders 1984/34, with amendments

EXTINGUISHERS

AFFF extinguishers

The following is an extract from NFPA 11B-6 which deals with the limitations of AFFF:

'Judgement must be used in applying AFFF to vessels containing hot oils, asphalts etc., which are above boiling point of water either normally or due to exposure fire, and to vessels containing high viscosity oils, such as Bunker C fuel oil, which have been burning for extended periods. The water in the AFFF may cause violent frothing of the contents and even the forceful expulsion of a portion of the contents.'

Firefighters are directed that where hot vat fires are encountered, the lid covering the vat is to be replaced where possible. If it is necessary to use AFFF stored pressure extinguishers, the fuel source should first be shut down. The foam stream should be deflected off the rear of the vat and not directly into the contents. The operator should stand well back from the fire situation to prevent being exposed to any initial flashover which might occur.

In Orders 1986/32, with amendments

Repairs and recharging

1 Overview

The State Contracts Control Board has established a new contract for the repair, maintenance and recharging of fire fighting extinguishers, and repair and maintenance to fixed hose reels, fire blankets, and related pictograph signage. The contract is effective from 1 June 2009.

For the purpose of this contract the State has been divided into 11 regions. Details of the contractors for each region are given in Section 6, *Approved contractors*.

2 Service administration

2.1 Background

All servicing conducted under this contract must be in accordance with the Australian Standard AS 1851 - 2005, *Maintenance of fire protection equipment*. Extinguishers must undergo a routine inspection/service every 6 months to ensure safe operating effectiveness.

Officers in charge must ensure that all extinguishers held at their locations have a maintenance tag attached to each extinguisher, and that the records indicate that they have been serviced within the last 6 months.

Where extinguishers have been discharged, the contractor must be notified immediately to request a refill service to be provided on the next available business workday. Officers in charge must ensure that any discharged extinguishers are left at the station, and the vehicle re-stowed with a fully charged unit.

2.2 Certificate of inspection

After the service is provided, the officer in charge must sign the *Certificate of inspection* to confirm that the work has been completed, then forward the signed *Certificate of inspection* to the Zone Accounts Office for payment.

The Zone Accounts Office will match the *Certificates of inspection* received from stations with the relevant invoices received from the contractor and arrange payment.

3 Obtaining service

3.1 Routine servicing

The officer in charge at each location must contact the nominated contractor to initiate a regular servicing schedule for fire extinguishers and fire blankets for their site. This includes notifying all existing servicing companies that their services are no longer required, and making the necessary arrangements for the contractor to access stations and offices that may be unattended when the contractor arrives.

The contractor will maintain the existing equipment on a regular basis in accordance with the Australian Standard, and provide the officer in charge with a *Certificate of inspection* detailing the servicing.

If the extinguishers are taken off site for servicing or recharging, a replacement extinguisher of the same or greater capacity must be left as a replacement. Collection of this loan unit will occur on return of the serviced extinguisher. (Loan extinguishers are provided free of charge.)

The officer in charge must sign the *Certificate of inspection* following the service and forward the document to the Zone Accounts Office for payment.

3.2 Emergency servicing

All contractors are required to provide emergency servicing to discharged extinguishers 24 hours a day, 7 days a week.

Where spare replacement extinguishers are available at stations, these are to be used in the first instance, and a request made to the contractor to refill the discharged extinguisher on the next available business day. These are referred to as *Minor Criticality* servicing requests, and collection and refill will be provided on the next site visit by the contractor.

Where discharged extinguishers are required to be serviced immediately, these are referred to as *Major Criticality* servicing requests. The contractor is required to attend the site to collect and service the extinguisher within the allocated timeframes as detailed in Section 6, *Approved contractors*.

Note: Emergency Major Criticality servicing is expensive and should only be used in appropriate circumstances.

The officer in charge must contact the contractor on the emergency number provided to initiate a request for either a Minor or Major Criticality service to an extinguisher. This includes making the necessary arrangements for the contractor to access a station and office that may be unattended when the contractor arrives.

The contractor will arrange for the requested servicing to be performed.

If the extinguishers are to be taken off site for servicing or recharging, a replacement extinguisher of the same or greater capacity will be left by the contractor as a replacement. (Loan extinguishers are provided free of charge.)

If the contractor is unable to attend the site within the allocated Major Criticality response time, arrangements will be made by the contractor for a loan extinguisher to be forwarded by courier to the station/office. Collection of the loan extinguisher and recharging of the expelled unit will be made on the next routine service scheduled for that location.

Note: This type of service can only be activated by the contractor, and all costs associated with courier fees are borne by the contractor.

The officer in charge must sign the *Certificate of inspection* following the service and forward the document to the Zone Accounts Office for payment.

4 Requisitioning procedure

Each financial year the Zone Office must raise a period purchase order to cover the estimated costs associated with both routine and emergency extinguisher services provided for all stations within their Zone. The details of the order must be conveyed to the nominated contractor(s), and reviewed periodically.

Officers in charge must check with their Zone Accounts Office for details of the period purchase order, and reference the order details on all documentation received from the contractor, for the services provided during the contract term.

5 Enquiries

All requests to initiate routine servicing or emergency servicing must be directed to the contractor nominated within your zone (see Section 6, *Approved contractors*).

Any complaints concerning this service that cannot be resolved with the contractor should be referred to your Zone Commander in writing. Supply Services can assist in resolving issues that are reported to the Zone Commander in conjunction with the contractor.

6 Approved contractors

Station Commanders are advised to check with their Zone Commander for the recommended contractor in the Zone.

Region 11 - Greater Sydney Area

The Greater Sydney Area region is defined as the area bounded by and containing Leichhardt, Strathfield, Burwood, Ashfield, Auburn, City of Bankstown, Baulkham Hills, City of Blacktown, City of the Blue Mountains, Botany, City of Campbelltown, Canterbury, Concord, Drummoyne, City of Fairfield, City of Gosford, City of Hawkesbury, City of Holroyd, Hunters Hill, Wyong, Hornsby, City of Hurstville, Kogarah, Ku-ring-gai, Lane Cove, City of Liverpool, Manly, Marrickville, Mosman, North Sydney, City of Parramatta, City of Penrith, City of Randwick, Rockdale, Ryde, City of Sydney, Sutherland, Warringah, Waverley, City of Willoughby Wollondilly, and Woollahra.

The new contract for the Greater Sydney Area has been awarded to:

Chubb Fire Safety
120 Silverwater Road
Silverwater NSW 2141

Telephone: **1300 369 309**
Emergency: **1300 369 309**
Major Criticality response time: within 48 hours

Advance Fire Service
3 Narang Place
St Marys NSW 2760

Telephone: (02) 9833 4474
Emergency: **(02) 9833 4474**
Major Criticality response time: within 2 hours

Region 1 - North Coast

The North Coast region is defined as the area bounded by and containing Kyogle, Tweed Heads, Byron, Ballina, Richmond River, Copmanhurst, Maclean, Ulmarra, Bellingen, Nambucca, Kempsey, Coffs Harbour, Lismore, Casino, Grafton, Nymboida, Hastings and Greater Taree.

The new contract for the North Coast region has been awarded to:

Chubb Fire Safety 12 Centenary Drive Goonellabah NSW 2480	Telephone: 1300 369 309 Emergency: 1300 369 309 Major Criticality response time: within 48 hours
Macleay Fire Protection Unit 1, Angus McNeil Crescent South Kempsey NSW 2440	Telephone: (02) 6562 4921 Emergency: (02) 6562 4921 Major Criticality response time: within 48 hours
Universal Fire Services 11 Marsh Street Armidale NSW 2350	Telephone: (02) 6771 3033 Emergency: (02) 6771 3033 Major Criticality response time: within 48 hours

Region 2 - New England

The New England region is defined as the area bounded by and containing the Moree Plains, Yallaroi, Inverell, Tenterfield, Severn, Bingara, Guyra, Barraba, Narrabri, Uralla, Dumaresq, Manilla, Gunnedah, Parry, Walcha, Nundle, Quirindi, Armidale and Tamworth.

The new contract for New England region has been awarded to:

Chubb Fire Safety 67 Gunnedah Rd Tamworth NSW 2350	Telephone: 1300 369 309 Emergency: 1300 369 309 Major Criticality response time: within 48 hours
Armidale Fire & Safety Shop 1, Taylor Street Armidale NSW 2250	Telephone: (02) 6772 5020 Emergency: (02) 6772 5020 Major Criticality response time: within 48 hours
Universal Fire Services 11 Marsh Street Armidale NSW 2350	Telephone: (02) 6771 3033 Emergency: (02) 6771 3033 Major Criticality response time: within 48 hours

Region 3 - Orana Zone 1

The Orana Zone 1 region is defined as the area bounded by and containing Coolah, Coonabarabran, Dubbo, Gilgandra, Mudgee, Narromine and Wellington.

The new contract for Orana Zone 1 region has been awarded to:

Chubb Fire Safety 67 Gunnedah Rd Tamworth NSW 2350	Telephone: 1300 369 309 Emergency: 1300 369 309 Major Criticality response time: within 48 hours
Central Tablelands Fire Services Unit 15, 2 Vale Road Bathurst NSW 2795	Telephone: (02) 6334 4130 Emergency: 0418 290 082 Major Criticality response time: within 48 hours

Region 3 - Orana Zone 2

The Orana Zone 2 region is defined as the area bounded by and containing Bogan, Bourke, Brewarrina, Cobar, Coonamble, Walgett and Warren.

The new contract for Orana Zone 2 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
67 Gunnedah Rd	Emergency: 1300 369 309
Tamworth NSW 2350	Major Criticality response time: within 48 hours

Region 4 - Far Western Zone 1

The Far Western Zone 1 region is defined as the area bounded by and containing Broken Hill.

The new contract for the Far Western Zone 1 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
67 Gunnedah Rd	Emergency: 1300 369 309
Tamworth NSW 2350	Major Criticality response time: within 48 hours

Region 4 - Far Western Zone 2

The Far Western Zone 2 region is defined as the area bounded by and containing Central Darling and the Unincorporated area.

The new contract for the Far Western Zone 2 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
67 Gunnedah Rd	Emergency: 1300 369 309
Tamworth NSW 2350	Major Criticality response time: within 48 hours

Region 5 - Murray Zone 1

The Murray Zone 1 region is defined as the area bounded by and containing Albury and Deniliquin.

The new contract for the Murray Zone 1 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
379 Old Five Islands Rd	Emergency: 1300 369 309
Unanderra NSW 2526	Major Criticality response time: within 48 hours

Region 5 - Murray Zone 2

The Murray Zone 2 region is defined as the area bounded by and containing Balranald, Berrigan, Conargo, Corowa, Culcairn, Holbrook, Hume, Jerilderie, Murray, Tumbarumba, Urana, Wakool, Wentworth and Windouran.

The new contract for the Murray Zone 2 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
379 Old Five Islands Rd	Emergency: 1300 369 309
Unanderra NSW 2526	Major Criticality response time: within 48 hours

Region 6 - Riverina Zone 1

The Riverina Zone 1 region is defined as the area bounded by and containing Coolamon, Cootamundra, Griffith, Gundagai, Junee, Leeton, Lockhart, Narrandera, Temora, Tumut and Wagga Wagga.

The new contract for the Riverina Zone 1 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
379 Old Five Islands Rd	Emergency: 1300 369 309
Unanderra NSW 2526	Major Criticality response time: within 48 hours

Region 6 - Riverina Zone 2

The Riverina Zone 2 region is defined as the area bounded by and containing Carrathool, Hay and Murrumbidgee.

The new contract for the Riverina Zone 2 region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
379 Old Five Islands Rd	Emergency: 1300 369 309
Unanderra NSW 2526	Major Criticality response time: within 48 hours

Region 7 - Central Western

The Central Western region is defined as the area bounded by and containing Lachlan, Bland, Forbes, Weddin, Cowra, Cabonne, Blayney, Evans, Oberon, Lithgow, Bathurst, Orange and Rylstone.

The new contract for the Central Western region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
67 Gunnedah Rd	Emergency: 1300 369 309
Tamworth NSW 2350	Major Criticality response time: within 48 hours
Central Tablelands Fire Services	Telephone: (02) 6334 4130
Unit 15, 2 Vale Road	Emergency: 0418 290 082
Bathurst NSW 2795	Major Criticality response time: within 48 hours

Region 8 - South Eastern

The South Eastern region is defined as the area bounded by and containing Young, Harden, Boorowa, Crookwell, Gunning, Yass, Mulwara, Yarralumla, Tallaganga, Eurobodalla, Bega Valley, Bombala, Cooma Monaro, Snowy River, ACT, Goulburn and Queanbeyan.

The new contract for the South Eastern region has been awarded to:

Chubb Fire Safety	Telephone: 1300 369 309
379 Old Five Islands Rd	Emergency: 1300 369 309
Unanderra NSW 2526	Major Criticality response time: within 48 hours

Region 9 - Hunter

The Hunter region is defined as the area bounded by and containing Gloucester, Great Lakes, Dungog, Port Stephens, Singleton, Muswellbrook, Merriwa, Scone, Murrurundi, Maitland, Newcastle, Cessnock and Lake Macquarie.

The new contract for the Hunter region has been awarded to:

Chubb Fire Safety
65 Broadmeadow Road
Broadmeadow NSW 2292

Telephone: **1300 369 309**
Emergency: **1300 369 309**
Major Criticality response time: within 48 hours

Region 10 - Illawarra

The Illawarra region is defined as the area bounded by and containing Wollondilly, Wingecarribee, Shoalhaven, Wollongong, Kiama and Shellharbour.

The new contract for the Illawarra region has been awarded to:

Chubb Fire Safety
379 Old Five Islands Rd
Unanderra NSW 2526

Telephone: **1300 369 309**
Emergency: **1300 369 309**
Major Criticality response time: within 48 hours

Contact Officers: Assistant Director Operational Logistics, (02) 9742 7136 or Supply Officer,
(02) 9742 7443

File Reference: SUP/00049B and SUP/00049C

*In Orders 2009/12
as amended by In Orders 2010/11*

FOAM

Class A and Class B foam concentrates

1 Background

In Orders 2008/18, *A and B Class foam*, described Niagara foam concentrate as suitable for use on both Class A and Class B fires. However, as outlined in Operations Bulletin 2009/01, *Niagara foam*, FRNSW has received information about environmental concerns related to the use of foam concentrates such as Niagara which contain fluorosurfactants. These concerns related to the runoff of finished foam from Class A fires entering water supplies or water courses.

Note: Niagara foam concentrate is not to be used on Class A (carbonaceous solids) fires.

2 New Class A foam

A new foam concentrate, *Forexpan S*, is now available for use on Class A fires. Finished foam made from this foam concentrate has been declared safe for use in the environment and is endorsed by the Australasian Fire and Emergency Services Authorities Council. A [Recommended practice for Class A foam: *Forexpan S*](#) is available on Station Portal and should be read before using this product.

3 Foam concentrates used

3.1 Class A foam

Use Class A foam on Class A fires. Class A foam is the principal foam used in the majority of firefighting operations. It can be used for Class A fires such as structure, motor vehicle and vegetation fires. The Class A foam used by FRNSW is *Forexpan S* brand.

3.2 Class B foam

Use Class B foam on Class B fires to combat hydrocarbon, ethanol and other alcohol fuel based fires. The Class B foam used by FRNSW is *Niagara* brand.

At incidents where there is an immediate and major threat to life, property or the environment, the Incident Controller may authorise the use of Class B foam to eliminate the immediate threat. The Incident Controller should also consider the possibility of the product entering water supplies or water sources and, if needed, implement countermeasures to prevent this, such as bunding or construction of dykes.

Due to the environmental concerns related to Niagara foam concentrate, personnel must not use this foam to extinguish Class A (carbonaceous solids including bush and grass) fires.

3.3 Determining which foam to use

Area and Zone Commanders will determine which foam to carry on appliances at stations within their command. This determination will be based on an operational assessment of hazards within the station area. A set of guidelines has been developed to assist in making this determination. Fleet Area Managers will be kept informed of the configuration in order to facilitate a smooth transition of the relevant type of foam in accordance with Zone requirements.

4 Stowage

In general terms, the foam concentrate configuration on appliances is as follows:

Appliance	Foam type
Class 1 tankers	Class A foam
Class 2 and 3 appliances	Where practical, carry both Class A and Class B foams, one in the tanks and the other stowed in drums in the pocket
Foam trailers	Class B foam

5 Implementation of new foams

Foam brands currently in use will be phased out and replaced as follows:

Class of fire	Existing foam brand	New foam brand	New terminology
Class A	BFFF	Forexpan S	Class A foam
Class B	Tridol	Niagara	Class B foam

Foam concentrates are to be referred to as Class A foam concentrates or Class B foam concentrates, rather than by the brand name.

Phase out the use of existing foam brands as follows:

Appliance	Action
Class 1 tankers	Continue to use BFFF Class A foam until supplies are exhausted, then replace BFFF with Forexpan S.
Class 2 and 3 appliances	Progressively replace Tridol Class B foam with Niagara Class B foam or Forexpan S Class A foam, as determined by the Zone Commander.
Foam trailers	Progressively replace Tridol Class B foam with Niagara. Officers at locations where these trailers are located are to manage this process.

The Fleet Officer Operations and Fleet Area Managers will coordinate the supply and re-allocation of foam supplies with Station, Duty and Zone Commanders.

6 Supply

Order Class A and Class B foam concentrates through the Electronic Supply Catalogue ([ESCAT](#)).

Contact Officer: Assistant Director Operational Logistics, (02) 9742 7136, Manager Contracts and Supply, (02) 9742 7443

File Reference: NFB/01927

In Orders 2009/9, with amendments

Fire station foam concentrate stocks

1 Introduction

FRNSW uses two types of B Class foam concentrate: ATC 3-6% and AFFF 6%. AFFF 6% is to be used in all appliances that have in built foam storage tanks, ie where foam concentrate is decanted from its original 20 litre drum into the appliance foam tank. ATC 3-6% is carried on all appliances where the foam concentrate is stored in its original 20-litre drum.

Note: Foam concentrate types must never be mixed as the concentrate will react and congeal or crystallise, rendering it unserviceable and requiring disposal. The two different finished foams, ie foam concentrate, water and air correctly mixed, can be utilised at the same incident, but the concentrates must not be mixed.

2 Stocks of Class B foam concentrate

Station Commanders are responsible for the management of stock levels of foam concentrate at their stations. Zone Commanders are responsible for the management of bulk stores.

The attached list details the authorised Class B foam concentrate stock levels for each station. Stockpiling above these levels 'just in case' is unnecessary because FRNSW's operating procedures and contracts with suppliers have provisions for emergency supplies which can be accessed by contacting a Communication Centre.

For information on emergency supplies of foam, *see* the instructions on the [Emergency bulk foam store](#) on page 788.

3 Authorised Class B foam concentrate stock levels

The following table shows the authorised number of 20 litre drums of Class B foam concentrate for each station. This does not include stocks held in foam trailers. For information on foam trailers see [page 657](#).

Region North

Zone N1		No of drums	Zone N2		No of drums
6	Mona Vale	4	23	Gladesville	4
24	Manly	4	37	Gordon	4
25	Mosman	4	40	Willoughby	4
36	Crows Nest	4	42	Ryde	4
51	Forestville	4	50	Hornsby	4
53	Neutral Bay	4	58	Beecroft	4
60	Avalon	4	59	Eastwood	4
68	Narrabeen	4	61	Lane Cove	4
69	Dee Why	4	75	Berowra	4

Zone N3		No of drums	Zone N4		No of drums
222	Belmont	4	202	Abermain	4
231	Boolaroo	4	208	Aberdeen	12
251	Cardiff	4	220	Bellbird	4
252	Carrington	4	237	Branxton Greta	4
255	Charlestown	4	254	Cessnock	12
260	Newcastle	4	283	Denman	8
320	Hamilton	4	344	Kearsley	4

Zone N3		No of drums	Zone N4		No of drums
357	Lambton	4	349	Kurri Kurri	8
376	Merewether	4	373	East Maitland	12
377	Minmi	4	374	Maitland	12
383	Morisset	4	382	Morpeth	4
404	New Lambton	4	390	Murrurundi	12
446	Stockton	4	392	Muswellbrook	4
447	Swansea	4	393	Merriwa	12
454	Tarro	4	402	Nelson Bay	12
458	Teralba	4	418	Paxton	4
462	Mayfield West	4	432	Raymond Terrace	8
464	Toronto	4	443	Scone	4
484	Wallsend	4	444	Singleton	12
485	Wangi Wangi	4	455	Telarah	4
486	Waratah	4	497	Weston	4
498	West Wallsend	4			
500	Windale	4			

Zone N5		No of drums	Zone N6		No of drums
221	Bellingen	4	204	Alstonville	4
235	Bowraville	4	211	Ballina	8
257	Coffs Harbour	8	213	Bangalow	4
279	Dorrigo	4	240	Brunswick Heads	4
282	Dungog	4	243	Byron Bay	4
295	Forster	8	253	Casino	8
303	Gloucester	4	267	Coraki	4
345	Kempsey	8	288	Evans Head	4
358	Laurieton	4	306	Grafton	8
371	Macksville	8	307	South Grafton	4
397	Nambucca Heads	8	316	Goonellabah	4
424	Port Macquarie	8	347	Kingscliff	4
441	Sawtell	8	350	Kyogle	4
449	South West Rocks	12	362	Lismore	8
453	Taree	12	372	Maclean	4
471	Tea Gardens	4	388	Mullumbimby	4
476	Urunga	4	391	Murwillumbah	8
492	Wauchope	4	468	Tweed Heads	8
502	Wingham	4	510	Yamba	4
507	Woolgoolga	8	514	Tweed River	4

Zone N7		No of drums
228	Berkeley Vale	4
245	Budgewoi	4
287	Ettalong	4
304	Gosford	4
341	Kariong	4
351	Bateau Bay	4
450	Saratoga	4
459	Terrigal	4
460	The Entrance	4
470	Toukley	4
504	Woy Woy	4
505	Wyong	4
509	Wyoming	4

Region South

Zone S1		No of drums	Zone S2		No of drums
1	City of Sydney	4	20	Hurstville	4
3	The Rocks	4	21	Kogarah	4
4	Darlinghurst	4	29	Rockdale	4
10	Redfern	4	33	Engadine	4
11	Woollahra	4	34	Riverwood	4
13	Alexandria	4	45	Miranda	4
26	Mascot	4	46	Sutherland	4
35	Botany	4	48	Mortdale	4
38	Pyrmont	4	52	Campsie	4
39	Randwick	4	54	Cronulla	4
56	Matraville	4	64	Lakemba	4
70	Maroubra	4	80	Bundeena	4
76	Bondi	4	90	Menai	4

Zone S3		No of drums	Zone S4		No of drums
207	Albion Park Rail	4	203	Albury Central	4
210	Balgownie	4	206	Albury North	4
241	Bulli	4	209	Albury Civic	4
258	Coledale	4	214	Barham	4
269	Corrimal	4	218	Batlow	4
277	Dapto	4	223	Berrigan	4
325	Helensburgh	4	268	Corowa	8
346	Kiama	8	272	Culcairn	4
422	Warrawong	4	278	Deniliquin	12
442	Scarborough	4	293	Finley	4
461	Thirroul	4	322	Henty	4
474	Unanderra	4	324	Holbrook	12
488	Warilla	4	336	Jerilderie	8
503	Wollongong	4	365	Lockhart	4
			379	Moama	12
			394	Mulwala	12

Zone S3	No of drums	Zone S4	No of drums
		463 Tocumwal	12
		466 Tumbarumba	4
		467 Tumut	4
		472 Turvey Park	4
		480 Wagga Wagga	4

Zone S5	No of drums	Zone S6	No of drums
217 Batemans Bay	4	5 Newtown	4
219 Bega	4	12 Balmain	4
224 Berry	12	14 Ashfield	4
230 Bombala	4	15 Burwood	4
236 Braidwood	4	16 Concord	4
263 Cooma	12	17 Drummoyne	4
286 Eden	12	18 Glebe	4
338 Jindabyne	4	22 Leichhardt	4
384 Moruya	4	28 Marrickville	4
395 Merimbula	4	47 Revesby	4
398 Narooma	4	66 Rhodes	4
405 Nowra	12	62 Bankstown	4
426 Perisher Valley	4	85 Chester Hill	4
428 Queanbeyan	12		
451 Thredbo	4		
477 Ulladulla	4		

Zone S7	No of drums
232 Boorowa	4
234 Bowral	4
242 Bundanoon	4
266 Cootamundra	4
270 Cowra	4
271 Crookwell	4
294 Forbes	4
305 Goulburn	4
308 Grenfell	4
313 Gundagai	12
378 Mittagong	12
385 Moss Vale	4
389 Harden	4
511 Yass	12
513 Young	12

Region West

Zone W1		No of drums	Zone W2		No of drums
19	Silverwater	8	32	Mount Druitt	4
27	Parramatta	4	63	Blacktown	4
30	Lidcombe	4	77	St Marys	4
41	Smithfield	4	78	Dunheved	4
43	Seven Hills	4	81	Windsor	4
55	Guildford	4	82	Richmond	4
57	Wentworthville	4	83	Riverstone	4
65	Rydalmere	4	86	Penrith	4
67	Northmead	4	97	Huntingwood	4
71	Castle Hill	4	102	Regentville	4
72	Merrylands	4	489	Warragamba	4
73	Fairfield	4			
94	Kellyville	4			

Zone W3		No of drums	Zone W4		No of drums
105	Kelso	4	233	Bourke	4
216	Bathurst	4	244	Brewarrina	4
226	Blackheath	4	256	Cobar	12
227	Blayney	4	261	Coolah	4
250	Canowindra	4	265	Coonamble	12
301	Glenbrook	4	280	Dubbo	8
342	Kandos	4	281	Dunedoo	4
343	Katoomba	4	284	Delroy	4
359	Lawson	4	300	Gilgandra	12
361	Leura	4	312	Gulgong	4
363	Lithgow	4	367	Lightning Ridge	4
364	Lithgow West	4	387	Mudgee	4
380	Molong	4	401	Narromine	8
386	Mt Victoria	4	406	Nyngan	8
411	Oberon	4	417	Parkes	12
412	Orange	12	419	Peak Hill	4
423	Portland	4	465	Trangie	4
445	Springwood	4	482	Walgett	12
483	Wallerawang	4	491	Warren	4
495	Wentworth Falls	4	493	Wellington	4

Zone W5		No of drums	Zone W6		No of drums
205	Armidale	12	7	Horningsea Park	4
215	Barraba	4	8	Liverpool	4
225	Bingara	4	31	Busby	4
229	Boggabri	4	49	Cabramatta	4
264	Coonabarabran	8	79	Ingleburn	4
302	Glenn Innes	12	84	Macquarie Fields	4
314	Gunnedah	12	87	Rosemeadow	4
315	Guyra	4	88	Campbelltown	4
331	Inverell	12	92	St Andrews	4
375	Manilla	4	93	Narellan	4

Zone W5		No of drums	Zone W6		No of drums
381	Moree	12	101	Bonnyrigg Heights	4
399	Narrabri	12	248	Camden	4
429	Quirindi	4	421	Picton	4
452	Tamworth	8			
457	Tenterfield	8			
475	Uralla	4			
481	Walcha	4			
487	Warialda	4			
496	Werris Creek	8			
506	Wee Waa	4			
508	West Tamworth	4			

Zone W7		No of drums
212	Balranald	8
238	Broken Hill	24
239	Broken Hill South	4
259	Condobolin	12
262	Coolamon	4
311	Griffith	4
321	Hay	4
323	Hillston	4
337	Junee	4
355	Lake Cargelligo	4
360	Leeton	4
400	Narrandera	4
456	Temora	4
494	Wentworth	12
499	West Wyalong	12
512	Yenda	4

Contact Officer: Assistant Director Specialised Operations, (02) 9318 4872

File Reference: CHO/00969

In Orders 2002/13, with amendments

HOSE AND HOSE FITTINGS

Guidelines for 25 mm hose and associated minor equipment

1 Policy

The use of 25 mm layflat hose, 38 to 25 mm reducers and 25 mm rotary head dial-a-jet branches has been approved for station use on a needs basis. These items are available through a direct supply contract and are considered beneficial for stations that attend a high proportion of grass and bush fires. 25 mm layflat hose, often used in conjunction with 38 mm hose, is light, manoeuvrable, and enables rapid attack on fast moving fires while also conserving water supplies.

2 Application

This policy covers the operation, allocation, stowage, maintenance and servicing of 25 mm layflat hose and associated equipment.

3 Operation

The 25 mm layflat hose and associated equipment is to be used for fighting bush, grass and rubbish fires and is not to be used for structure firefighting as it does not afford sufficient protection for firefighters.

Note: Under no circumstances is 25 mm layflat hose to be connected to 25 mm high pressure hose reels on pumps as pressures will exceed the capacity of 25 mm layflat hose resulting in bursting the hose.

4 Allocation

Before approving the procurement of 25 mm layflat hose and associated equipment, Zone Commanders should consider the specific needs of the station requesting purchase approval. Following Zone Commander approval, the following items can be obtained by means of an Issue Voucher in accordance with the instructions in [ESCAT](#).

The following items are approved for stowage on standard and aerial pumpers, and must not be exceeded:

Item	Cost
4 lengths of 25 mm hose	Approximately \$98 per length
2 x 38 mm to 25 mm reducer	Approximately \$44 each
2 x 25 mm Rotary Head Dial-a-Jet Branch	Approximately \$65 each
Total	Approximately \$610

5 Stowage

To ensure the integrity of current appliance inventories, prevent over-stowage and ensure compliance with occupational health and safety requirements, the following stowage requirements must be strictly adhered to.

Class 1 Appliances	
Isuzu Appliances	Already carry 25 mm hose
Composite Appliances	25 mm layflat hose will be phased in to replace 'spare' lengths of rubber hose currently carried. Replacement only on a needs basis if rubber hose is unserviceable.
Water Tankers	As for Composite Appliances
Class 2 Appliances	
Isuzu Appliance	Near Side No 4 Locker. No requirement to remove any existing hoses. No modification to locker required
International Appliance	Off Side No 1 Locker
Class 3 Appliances	
Firepac Appliances	Near Side Front Locker. No requirement to remove any existing hose.
Scania Appliances	Off Side No 1.8 Locker. No requirement to remove any existing hose.
Varley Appliances (pre 2002)	New Locker on top of off side No 1.10 Locker. (Arrange with Fleet to have installed, approx cost \$600.) No requirement to remove any existing hose.
Varley Appliances (Post 2002)	Near Side No 2 Locker. No requirement to remove any existing hose.
Aerial Pumps	Near Side No 3 Locker. No requirement to remove any existing hose.
Aerial Ladder Platforms, Heavy Rescue Appliances and Hazmat Appliances	25 mm layflat hose will NOT be carried on these appliances.

Station Commanders and Zone Commanders are to ensure that the above stowage alterations are complied with.

6 Servicing and maintenance

Dial-a-jet nozzles are to be tested monthly for any defects when working under pressure. Where defects are found at fires, drills or exercises, the equipment is to be immediately forwarded to the Logistics Support Complex at Greenacre for attention.

7 Training

Station Commanders are to conduct training in hose deployment and review bushfire fighting tactics and safety procedures. Care needs to be exercised to ensure that 25 mm hose, with its limited capacity, is not used in situations that could place firefighters at risk.

Contact Officer: Assistant Director Specialised Operations, (02) 9318 4872

File Reference: CH0/06947

In Orders 2002/22, with amendments

Repair of layflat fire fighting hose

1 Introduction

- 1.1 A new contract has been awarded to Australian Fire Hose for the repair of layflat fire fighting hose. The company contact details are:

Australian Fire Hose
PO Box 105
Killara NSW 2071

Contact: Lou Ellen Overton

Ph: (02) 9415 6815

Fx: (02) 9415 6997

2 Obtaining service

- 2.1 Where repair of a hose is considered an economic option, (see section 3, *Assessing viability for repair*, below) the Station Commander must contact Australian Fire Hose to arrange for collection of the hose to be repaired.
- 2.2 A tag must be attached to hoses sent for repair. The tag must describe the repair required eg 'hole six metres from hose strap end.' Blank tags can be ordered through [ESCAT](#), Cat No 01891.
- 2.3 The precise area requiring repair must be clearly identified by circling the area to be repaired with a red marking pen. Red marking pens can be ordered through ESCAT, Cat No 00154, or purchased locally.
- 2.4 Accurate identification of repairs will result in fewer pressure tests/inspections and consequently reduce the cost of repair.
- 2.5 Hoses must be securely packaged and addressed before pick up. A black plastic decontamination bag would be suitable for this purpose. Decontamination bags can be ordered through ESCAT, Cat No 01255.
- 2.6 Address the package to:

Australian Fire Hose
46 Hargraves Drive
TAREE NSW 2430

3 Assessing viability for repair

- 3.1 Before contacting the repairer, the Station Commander should make an assessment of the economic viability of repair as compared to the purchase of a new length of hose (coupled).
- 3.2 The factors to be taken into consideration when assessing hose are:
- age and condition of hose
 - number of holes previously patched
 - number of holes requiring patching at any one time.
 - length of hose which is required to be cut back
 - size and location of hole
 - type of fault - blown/grazed/burnt.

- 3.3 The following costs should be taken into consideration when assessing the economy of repair as opposed to purchase of a new hose.

Note: A typical repair comprising pressure test, two patches and freight costs would be \$55.00.

Repair Cost Table

Service	Cost
Patch	\$10.00 per patch
Bind and Couple	\$15.00 per end
Brand	\$10.00 per hose
Pressure Test	\$10.00 per hose
Freight	\$25.00 per service

Purchase Cost Table

Catalogue No	Hose Type	Cost
02823	25 mm percolating - 10 m	\$48.13
02784	25 mm percolating - 30 m	\$127.60
01032	38 mm percolating - 30 m	\$155.79
01028	38 mm non percolating - 30 m	\$155.69
06866	70 mm non percolating - 10 m	\$93.90
01030	70 mm non percolating - 30 m	\$250.74
04267	70 mm non percolating - 45 m	\$340.70

Note: Complete details relating to the supply of replacement hose assemblies can be found in [ESCAT](#).

- 3.4 The Station Commander, after taking the above factors into consideration, is authorised to condemn a hose and submit requisitions for replacement.
- 3.5 Where the service provider recommends the condemnation of a hose, a replacement hose will not be provided automatically. The Station Commander must requisition a new hose using the documentation provided by the service provider to instigate the purchase. Replacement hoses can be obtained by completing and forwarding an Issue Voucher to the Zone Administration Officer. Along with the description of the hose type required, the Issue Voucher should contain the hose number details.
- 3.6 Where the Station Commander determines that the hose is beyond economic repair and consequently condemns the hose, the couplings must be removed from the hose and returned to Australian Fire Hose, 46 Hargreaves Drive, Taree NSW 2430. The condemned hose length can be disposed of at the local waste disposal facility.

4 Additional information

- 4.1 If, after repairing the faults indicated by the Station Commander, the pressure test reveals further faults previously not identified, the service provider has authority to repair up to three holes at any one time.

Example 1

The service provider repairs the two holes identified by the station and pressure tests the hose at the completion of all identified repairs. The pressure test reveals a further hole not previously identified.

In this case the repairer has authorisation to repair the hole and charge the station for the additional repair.

Example 2

The service provider repairs the two holes identified by the station and pressure tests the hose at the completion of all identified repairs. The pressure test reveals a further two holes not previously identified.

In this case the service provider will contact the Station Commander and advise the likely additional costs. The Station Commander will have the opportunity at this point to cease further repairs, pay for work completed, authorise condemnation of the hose and order a replacement hose. Conversely the Station Commander may judge the additional costs to be viable and authorise continuation of the repair.

5 Arranging payment

- 5.1 When the repaired hose is returned to the station a delivery advice and two copies of the Certificate of Inspection (original and billing copy) will accompany it.

Note: The Certificate of Inspection will detail the repairs carried out and certify that they are in accordance with AS 1851, *Maintenance of fire protection systems and equipment*.

- 5.2 Australian Fire Hose will send the invoice to the Zone Office.
- 5.3 The Station Commander must retain the original of the Certificate of Inspection at the station as a permanent record of the repair.
- 5.4 The Station Commander must sign, as proof of receipt, the billing copy of the Certificate of Inspection and forward it to the Zone Office WITHIN 7 DAYS of receipt so payment can be made.
- 5.5 The Zone Administration Officer will match the signed billing copy of the Certificate of Inspection (supplied by the Station) to the invoice received from Australian Fire Hose, and process the payment.
- 5.6 The Zone Office will charge these services to Chart of Account 512125, *Hose Purchases and Hose Repairs*, using the relevant Functional Area (FA) and the Station/Section Cost Centre (CC).

Contact Officer: Manager Contracts and Supply, (02) 9742 7442
File Reference: SUP/00782

In Orders 2007/4

LIGHTING EQUIPMENT

Torches and portable lighting

All staff are reminded of the need to exercise care when using torches and other means of lighting in and around explosive atmospheres.

1 Safety torches

There are currently only two types of hand torches on issue that are certified by Standards Australia as suitable for use in explosive atmospheres - the Wolflite hand lamp and the Super Sabrelight. All other torches and lighting apparatus, including the Streamlight are not safe in these areas and should be excluded.

When attending an incident, the nature of which has not been determined, any initial investigation requiring the use of illumination should be conducted using only the above mentioned safety torches. Once the safety of the area has been established, other lighting as required can be used.

Should any doubt exist as to the existence of an explosive atmosphere, safety torches only are to be used.

2 Personal hand torches

Station Commanders are to ensure the following requirements are adhered to:

2.1 Inspection of torches

The torches should be inspected at the change of shift along with the SCBA set. The condition of the batteries should be checked and if there is any sign of damage, the torch should be withdrawn from service and the unit sent to the Instrument Section for repair or replacement.

2.2 Use of non-FRNSW issue torches prohibited

The use of personal torches at incidents is difficult to supervise and if members are permitted to carry non-safe personal torches, there exists a danger of their inadvertent operation in hazardous areas. For this reason the use of non-FRNSW issue of personal torches at incidents is prohibited.

3 Major, general purpose torches

The following torches are not safe for use in explosive atmospheres and should not be used before the nature of the incident is determined.

3.1 Streamlight

Streamlights will be repaired by the Instrument Section and returned to stations, however, no further units will be issued or unserviceable units replaced on appliances with the exception of the following vehicles and appliances:

- Rescue units
- Senior Officers operational vehicles
- Breathing Apparatus Tenders
- Rescue Training Officers vehicles
- Fire Investigation and Research Unit vehicles
- Ladders

Appliances equipped with more than one unit are to return the extra units to the Supply Services Unit.

Where an appliance is fitted with a Streamlight and that unit becomes unserviceable, it will be fitted with a Wolfrite safety lamp, unless it is already fitted with one.

3.2 Independent purchase or acquisition of hand lighting

Country Brigades are *not* to independently purchase or obtain any hand lighting.

In Orders 1989/6, with amendments

Pelican Super Sabrelite

FRNSW has approved the issue of the Pelican Super Sabrelite 2000 hand-held torch as part of the established Breathing Apparatus Kit (BA Kit).

Scope

The Sabrelite will replace the Bright Star hand-held torch listed as Item No. 261A (product code 04511954) on the current Direct Supply of Consumable Stores (A E Baker) Contract. Once the new torch has been issued, the Bright Star will no longer be distributed or repaired and any units still operable are to be retained at the station.

Description

The Pelican Super Sabrelite 2000 is intrinsically safe and completely waterproof. It has been tested by the Standards Association of Australia and the WorkCover Authority in explosive atmospheres (Class 1 Zone 0) and complies with AS 1826-1983.

The torch is 190 mm in length and has a yellow high-impact Cycolac resin body with a polycarbonate Lexan lens. The Laser Spot Xenon lamp module produces a tightly focused white light beam which is powered by three 1.5 volts C cell batteries. Rechargeable batteries can also be used.

The Sabrelite has a three-way attachment system, namely a belt spring clip, a stainless steel split ring and a lanyard.

Storage

The unit is to be affixed to the right hand side shoulder harness of each BA Kit by means of a snap hook. This will allow easy identification when inventory audits are made. The torch must be tested each time a pre-operational breathing apparatus check is performed.

Issue policy

The number of torches issued will correspond with the number of *operational* BA Kits at each station. The torch and related accessories are available for replacement issue through A E Baker.

Maintenance and warranty

Full operation instructions and maintenance details are included with each unit delivered.

The Pelican Super Sabrelite 2000 carries *a lifetime guarantee* against breakage or defects of workmanship (bulb and batteries excluded). Fire Response Pty Ltd will repair or replace the torch free of charge as long as these instructions are strictly adhered to and the unit has not been abused.

Returns for exchange

Faulty or damaged units received in the initial issue should be returned directly to the supplier for repairs under warranty. All returns should be addressed as follows:

Attn: Geoff Millard or Geoff Marchant
Fire Response Pty Ltd
71 Prince William Drive
SEVEN HILLS NSW 2147
Telephone: (02) 9838 9044

Mail or freight costs *to* the supplier will be borne by the station returning the goods. The company will pay the return delivery costs.

A memo should accompany the returned unit and should clearly identify the problem and the station. A copy of the memo must be sent to the Hazardous Materials Response Unit Technical Service Centre for reference.

In Orders 1994/17, with amendments

HAZARDOUS MATERIALS EQUIPMENT

MSA Orion Gas Detector Use Record

1 Purpose

An [MSA Orion Gas Detector Use Record](#) has been created for use by staff using the gas detectors. The Detector Use Record:

- records essential information about incidents at which the detectors are used
- provides a guide for users on setup procedure, safe working methods, detection strategies and exposure standards, and
- ensures that consistent information is available for incident management.

2 Information recorded

The information recorded on the form includes:

- user name
- station
- time and date
- location
- detector number
- detector readings
- observations
- weather conditions
- map.

3 ASCENT prompt

The form also prompts the user to follow the ASCENT protocol:

Approach
Strategy
Conditions
Equipment
Notation
Transmit sitrep

Challenge Test results and helpful contact phone numbers are also included.

4 Downloading the form

The [MSA Orion Gas Detector Use Record](#) is available in the filing cabinet on Station Portal.

Station Commanders must ensure that the form is downloaded from Station Portal and that copies are made and placed in the Orion Gas Detector case.

5 Using the form

MSA Orion Gas Detectors and Detector Use Records are to be used as directed by the Station Commander or Incident Controller.

At incidents, the detector user must use the form:

- to record all appropriate information, and
- as a guide for operating procedures.

The form can be used by Station Commanders/Incident Controllers for decision making.

The information on the form may also be used to complete the AIRS report.

The form should be filed on the firefighter's personal file at the station for use as contemporaneous notes if required.

Contact Officer: Manager BA/Hazmat Training, (02) 9318 4344

File Reference: CHO/07907 Part 3

In Orders 2007/8

Hot zone barrier tape

1 Introduction

FRNSW uses hot zone barrier tape to establish the hot zone at hazardous materials incidents. The hot zone barrier tape is red and yellow with 'contaminated area do not enter' and 'danger' written on it along with radioactive, poison and biological hazard signs. Ordinary FRNSW barrier tape is used for defining warm and cold zones.

The purpose of hot zone barrier tape is to exclude all agencies from the hot zone.

2 Standard inventory

The standard station inventory for barrier tape is:

- 1 roll of FRNSW barrier tape, and

- 1 roll of hot zone barrier tape.

3 Supply of hot zone barrier tape

Station Commanders are responsible for ordering hot zone barrier tape through AE Baker using [ESCAT](#).

Contact Officer: Deputy Manager Hazardous Materials Technical/Servicing, (02) 9709 3479

File Reference: CHO/05750

*In Orders 2000/9, as amended by
In Orders 2010/19, with amendments*

Supply of absorbent material for spill cleanup

Supplies of dry absorbent can be obtained by issue voucher to the Zone Office. It is recommended that stations order 3 x 5 kg bags, of which one bag is stored in the 30 litre black drum on the appliance and two are held in station stores. Changes to these issue amounts are at the discretion of the Zone Commander.

For supply details see [ESCAT](#).

Contact Officer: Deputy Manager Hazardous Materials Technical/Servicing, (02) 9709 3479

File Reference: CHO/03491

In Orders 1998/23, with amendments

RESCUE EQUIPMENT

Harpoon friction device

Research by the Rescue Section into the performance of the harpoon friction device has revealed a possible safety issue when using the device for self rescue. If a firefighter was to pause during a descent and allow the rescue line to become slack, there is a possibility that the harpoon could disengage from the rescue line.

To overcome this, the harpoon must be used with the carabiner clipped through the small hole of the device. With this application the rescue line has to be reeved onto the device prior to its attachment to the harness.

It is acknowledged that when using the device in this way there is a slight risk of 'girth hitch' forming, and 'locking off' the operator. This, however, is preferred to disengaging from the rescue line.

Note: In all situations other than self rescue, the appropriate technique for effecting a vertical rescue is the Top Belay.

Advanced level operators (formerly Black Level) may, however, use alternative techniques at their discretion.

Any inquiries related to this issue may be directed to Training Managers, Senior Instructors - Country, or the Rescue Section.

In Orders 1997/1, with amendments

Collapsible rescue stretchers

Care and maintenance

The carrying bag, stretcher and lifting slings are to be inspected and examined:

- on the first day shift of each platoon;

- before being used for drill;
- on return to station, following use for rescue.

All fabric components are to be inspected for general wear, cuts, fraying, loose stitching, chemical or heat damage and mildew.

All metal components are to be inspected for:

- damage to aluminium tubes;
- correct and free operation of sliding sleeves and spring loaded pins;
- bending or misalignment of fastening;
- damage or wear to lifting rings - triangular sling attachments - spring loaded snap hooks.

Any defects found are to be reported immediately to the Station Commander, who in turn will notify the Duty Commander.

Should the defect in any way affect the safe operation or use of the stretcher, it is to be immediately withdrawn from service, and arrangement made through the Rescue Section for a replacement stretcher. The defective stretcher is to be forwarded to the Rescue Section at Greenacre.

In Orders 1984/24, with amendments

Damaged or lost rescue equipment

1. Contact the Rescue Section, Greenacre, on (02) 9742 7155 or 0407 202 411.
2. Notify the Deputy Manager Rescue and Duty Commander of damage or loss. Upon notification or damage or loss the Rescue Section will contact the station concerned and directions as to the repairs or replacement will be given.

In Orders 1984/11, with amendments

BUSH FIRE FIGHTING EQUIPMENT

Personal fire blankets

Personal fire blankets are provided on vehicles for protection against radiant heat during bushfire situations where survival in a vehicle is required.

Description

Material	100% wool
Finish	fire resistant
Nominal Size	2 metres by 1.8 metres
Nominal Weight	700 g/sq. metre
Colour	charcoal
Packaging	resealable water resistant bag

Care instructions

1. Can be hand washed and line dried.
2. The blanket should be immediately replaced if any tears, visual flaws or shrinkage are evident.
3. The blanket should always be stowed dry in a resealable water resistant bag.

Usage

These fire blankets are issued to composite vehicles, water tankers and four wheel drive vehicles (station wagons) attached to Operational Capability and other training and operational areas. These vehicles have been identified as meeting operational needs and having off road capability during bushfire related operations.

The number of fire blankets to be issued to each vehicle is as follows:

Vehicle class	Class 1 4x4	Water Tanker	4WD Vehicles (minor fleet)
No of blankets	6	3	4

Officers in charge of these identified vehicles are responsible for ordering fire blankets. For supply details, see [ESCAT](#).

Blankets should be kept in an accessible position in the cabin of the appliance/vehicle at all times. The blanket is used when the firefighter is lying on the floor of the vehicle to cover all exposed skin in accordance with Standard Operational Guideline 3.5, [Firefighter safety](#), Section 5.11 *Survival in a vehicle*. In addition to the SOG, consideration should be given to the following:

- heat transfer through the body of the vehicle;
- glass implosion due to the heat and pressure variation;
- possible use in conjunction with woollen blankets or other suitable items of protection.

Contact Officer: *Manager Bushfire/Natural Hazards Section, 9742 7155*

File Reference: *CHO/04142*

In Orders 1999/23, with amendments

COMMUNICATIONS EQUIPMENT

Triple Zero calls

Immediately upon becoming aware of any difficulty in the Triple Zero network, members are to report the problem to the Response Coordinator. This is to ensure that any difficulty experienced by the community in forwarding Triple Zero calls to FRNSW is promptly reported to Telstra.

The reporting of any difficulty should contain all available information and whenever possible include the name and phone number of call giver, time, date, phone number involved and nature of difficulty. Reporting of difficulties can be made verbally in the first instance and this should be supported by a memo faxed directly to the Sydney Communication Centre.

The Response Coordinator may be contacted on:

Telephone: (02) 9319 7000 or Firenet 5801
Fax: (02) 9318 4380

In Orders 1992/18, with amendments

Security of hand held radios

Hand held radios must never be left unattended in an unsecured area.

At the station, Station Commanders are to ensure that all hand held radios are removed from the crew cabins of appliances and kept in a secure area in the station, such as the watchroom.

When away from the station, hand held radios and associated equipment must be kept either with the firefighter or in a secure area on the appliance.

Any station requiring an exemption or alteration to this instruction must apply through their Duty Commander for approval by their Area Commander.

Station Commanders must immediately report any theft or loss of radio equipment to the Response Coordinator. They must also ensure that the Service Section of the Communications Unit is advised as soon as possible by telephone on (02) 9742 7366, or fax on (02) 9742 7188.

Contact Officer: Assistant Director Community and Corporate Risk, (02) 9742 7127
File Reference: CRM/POL/00035, CHO/03118 and CHO/07068

In Orders 2003/26, with amendments

Temco 'Voiceducer' personal communication devices

Temco 'Voiceducer' personal communications devices have been issued to a number of stations. The 'Voiceducers' are used in conjunction with the station's handheld transceivers to enable hands-free operation.

Using the 'voice activated' mode of 'Voiceducer' has caused interruptions in transmission and reception of incident communications. This can lead to a disruption of incident communications and, potentially, operations.

The use of these devices is being reviewed by BA/Hazmat, Communication Services, Training and the Operational Safety Coordinator. In the interim, the following procedures must be followed when using Temco 'Voiceducers' with portable transceivers, SCBA and fully encapsulated suits:

1. Station Commanders at stations where 'Voiceducers' are in service will promptly review the training notes and instructional video on the devices, and conduct tests in accordance with these guides.
2. Observe *Standard Operational Guidelines* Section 9, *Breathing apparatus*, and safe working practices for breathing apparatus and fully encapsulated suits.
3. Only use the 'Voiceducer' in 'press to talk' mode. Do not use it in 'voice activated' mode.
4. When using 'press to talk mode', stop any other activities to allow the communication equipment to be operated safely.
5. Report all malfunctions of 'Voiceducers' to Communications Services at Greenacre.
6. Station Commanders should contact their Manager Training or Senior Instructor Country if they are unable to locate the training video and notes.

Contact Officer: Communications Services Help Desk (02) 9742 7366

File Reference: C04/00013

In Orders 2001/5, with amendments

Sydney Communication Centre's toll free telephone service

A toll free service is installed at the Sydney Communication Centre. The service is supplied by Telstra and is known as Freecall 1800. This means that Brigades can call the Sydney Communication Centre from anywhere in New South Wales, including the Greater Sydney Area, from either a private or public telephone for free. All charges will be debited to FRNSW.

This facility ensures that all Brigades can contact the Sydney Communication Centre at Alexandria without having to carry money for telephone calls. The contact numbers are:

General information: 02 9319 7000

Freecall: 1800 422 281

Use of this service should be limited to operational matters where:

- radio communications are not desirable or available, or
- the subject matter of the call is of a discreet or confidential nature

In Orders 1996/19, with amendments

Allocation and use of communication devices

A revised policy on the [Allocation and use of communication devices](#) has been published on the [Administration Policies](#) page of the Intranet.

Key points

- The purpose of this policy is to ensure that communication devices are issued to staff on the basis of business need and that all staff are aware of and meet their responsibilities when using communication devices.
- The policy has been revised to take account of the wider range of communication devices now being issued to staff.

Who needs to read this policy

All staff need to read this policy.

Contact Officer: Manager IT Telecommunications, (02) 9742 7112

File Reference: FRN13/297 Commissioner's Orders 2013/5, with amendments

Recording of radio, telephone and paging messages

In order to maintain adequate records of FRNSW's operations and for the safety of operational personnel, it is necessary to record radio, telephone and paging messages. All FRNSW staff need to be aware of the recording arrangements. Systems and messages that are recorded include the following:

1 Telephone messages

Within Communication Centres incoming and outgoing calls on all lines are recorded. This includes Triple Zero (000), business lines, PABX lines, direct lines to other FRNSW sites, emergency services, other agencies, utilities, public infrastructure operators, AFA Service Providers, FireCAD Help Desk, all PABX lines within the MICC room and critical public and/or private sites.

The above lines include conference/multi-party services such as the Rescue Coordination service, media dissemination and airport crash alert services.

Generally, low level pip tones are heard on the lines being recorded.

2 Radio communications

Traffic on both the Government Radio Network (including private calls) and Private Mobile Radio (including ground-to-air traffic) is recorded.

3 Paging

All turnout, administration and officer paging messages to FRNSW pagers are recorded, regardless of their point of origin. In addition, messages to non-FRNSW pagers originating from FRNSW messaging utilities are recorded.

4 Short messaging service

All short messaging service (SMS) messages originating from FRNSW messaging utilities are recorded.

5 Incident Control Vehicles

Generally, local recording arrangements similar to all the above categories apply to Incident Control Vehicle communications. Incident Control Vehicle communications may also be recorded at Communication Centres.

6 Retained Firefighter Telephone Alerting System

All phone numbers dialled by the Retained Firefighter Telephone Alerting System (RTAS) for a turnout and the answerer's responses are recorded. All changes in the RTAS Administration facility are recorded and all access to the officers' messaging facility is recorded.

7 Records management

Radio and telephone recordings are in the form of an audio recording. RTAS, paging and SMS messages are recorded in text in a database. In all cases supplementary details may be recorded in the form of system and/or network management reports that include details of the parties involved, message transmission times, etc. Records are stored in accordance with the State Government's information archiving requirements.

Contact Officer: Assistant Director Preparedness and Response, (02) 9318 4353

File Reference: CHO/02775 *In Orders 2006/11, with amendments*

See also [Access to Communication Centre information](#) on page 586.

Fire appliance mobile phones

1 Scope and application

This policy applies to mobile phones allocated to fire appliances. It does not apply to mobile phones allocated to positions.

This policy should be read in conjunction with the [Allocation and use of communication devices](#) on page 770.

2 Allocation

Mobile phones are allocated to a fire appliance and not to individual station personnel. The standard issue is one mobile phone for the primary appliance at each station.

To request the transfer of the mobile phone from the primary appliance to another appliance at the station or section, the Station Commander or supervisor must send a formal report up their chain of command for approval by their Area Commander or Assistant Director.

To request an additional mobile phone for allocation to another appliance at the station or section, the Station Commander or supervisor must send a formal report up their chain of command for approval by their Director.

All requests for mobile phones must be validated by the Operations Manager Communications at Greenacre before issue.

3 Purpose of fire appliance mobile phones

Mobile phones are provided on fire appliances primarily:

- as an operational communications redundancy in the event of GRN/PMR failure, and
- for passing FRNSW-related or sensitive information which should not be broadcast over FRNSW radios, eg details of injuries or fatalities, or private or security-related information (see Standard Operational Guideline 2.2, [Radio discipline](#), Section 2.8, *Sensitive information*).

The mobile phone is not a substitute for a hand-held transceiver. Firefighters involved in operations at incidents should be allocated hand-held transceivers in accordance with Operations Bulletin 2006/6, [Allocation of hand held transceivers at incidents](#).

Personal use of fire appliance mobile phones is discouraged. This should only occur with the permission of the Station Commander/Office in Charge of the appliance, and only if there is sufficient justification (eg notifying family of a late fire call).

4 Use of fire appliance mobile phones

The Station Commander/Officer in Charge of the appliance is responsible for managing the use of the mobile phone.

All incident-related information, including sitreps, requests for assistance, and resource status changes (Code 1, Code 3, etc), must be passed to the Communication Centre (ComCen), in the first instance by GRN/PMR radio. This will ensure that all relevant information received from the incident ground is recorded.

Appliance mobile phones can be used to transfer incident-related information to a ComCen when problems are experienced with GRN/PMR radio, or sensitive information needs to be sent. Mobile phones can also be used to directly contact specialist areas, such as Hazmat, the Fire Investigation and Research Unit or the Rescue Section, but users must be aware that only phone calls to and from a ComCen are recorded for later review.

Because they incur substantially higher costs than normal fixed line phones or GRN/PMR radios, mobile phones should be used only when other forms of communication are inadequate or unavailable, and for the shortest possible duration.

The general provisions of Standard Operational Guidelines 2.2 [Radio discipline](#) and 2.6 [Standard radio messages](#) should be adopted when using appliance mobile phones to pass incident-related information to a ComCen.

Mobile phones are not intrinsically safe. Their use on an incident ground should be confined to areas that minimise the risk to safety.

Appliance mobile phone numbers should not be given to external agencies or people as they are not the primary means of contacting FRNSW stations or personnel.

If crews set up voicemail or diversion services on fire appliance mobile phones, the recorded message should be standardised as follows:

You have reached the mobile phone of [Station Name] Fire Station. If your call is about an emergency, hang up and call Triple Zero.

5 Use of cameras on mobile phones

Some appliances have been issued with mobile phones that include a camera. Officers and firefighters must be aware of FRNSW policy provisions in relation to photographs and videos, specifically:

- [Photographs and videos of dead or injured people](#) on page 613, and
- [Photographic images of rescue incidents](#) on page 615.

Note: This policy is applicable to all personnel, not just rescue personnel.

6 Security

Station Commanders are responsible for the security of fire appliance mobile phones.

The mobile phone should remain on charge in the appliance unless specifically required for a purpose remote from the vehicle.

The mobile phone is part of the appliance inventory and should be checked by the driver as part of the regular inventory checks.

Requests for the replacement of mobile phones lost or stolen from FRNSW appliances must be approved by the Zone Commander or Manager, and only after receipt of a formal report from the Station Commander and a Police report, if required.

Contact Officer: Assistant Director Preparedness and Response, (02) 9318 4353

File Reference: CHO/05822 *In Orders 2009/7, with amendments*

Home telephone subsidies

In accordance with the [Premier's Department Memorandum 94/17 Guidelines for State Subsidised Telephone Services \(Semi-Official Telephones\)](#), the Commissioner and delegated officers under Section 5.10.4 of the [Delegations Manual](#) may approve the provision of semi-official telephones for employees who are required to:

- give decisions, supply information or provide emergency services; and/or
- be available for reasons of safety or security for contact by the public, outside of normal office hours.

To be eligible for a subsidised home telephone service, the telephone must be located in the employee's principal place of residence and the telephone number communicated to all persons entitled to have out of hours contact with the employee.

Employees who have been supplied with mobile telephones are not eligible for a subsidised home telephone service unless they:

- certify that they cannot use their mobile telephone from their principal place of residence; or
- can justify that special circumstances exist which require them to maintain the use of a subsidised home telephone service.

Only delegated officers under the *Delegations Manual* can approve claims for the use of a subsidised home telephone service. (Note: delegated officers cannot approve their own subsidised home telephone service.)

Employees supplied with mobile telephones are required to satisfy the delegated officer in writing that they cannot use their mobile phone from their principal place of residence or that special circumstances exist which require them to maintain the use of a subsidised home telephone service.

Where the delegated officer is satisfied that approval is warranted for the use of a subsidised home telephone, approval may be given subject to review in 12 months time. A copy of the approval is to accompany the next claim for payment. Accounts Branch will not process a claim for reimbursement unless it is supported by the approval document.

Unless superior entitlements form part of an industrial award or agreement, the extent of subsidy will be limited to the following:

- the fee charged upon connection of an approved semi-official telephone service;
- the full annual base rental charged for the service;
- the full cost of all official STD and ISD calls and official calls to mobile phones as detailed on telephone bills; and
- a percentage of the cost of local calls nominated as official by the officer and approved by the Commissioner or delegate.

The Commissioner has deemed that 10% of the local calls will be nominated as official calls. If that percentage is exceeded, then the total amount of official calls as per an itemised diary of calls may be reimbursed.

Claims for reimbursement are to be forwarded for approval to the officers delegated the *Delegations Manual*. If approved, the claim is sent to the Financial Accounting Officer for checking and payment in accordance with this policy.

Contact Officer: *Manager Financial Accounting, (02) 9265 2844*

File Reference: *CHO/00394*

In Orders 1999/20, with amendments

Pagers

Repairs

1. Under no circumstances shall any member attempt to open the unit for the purpose of repair. Any attempt to do so will void the warranty of the unit.
2. Avoid placing the unit in an environment of extreme heat, eg motor vehicle dashboards or heaters.
3. Avoid immersion ie never carry a pager if you are going boating, etc.
4. Avoid dropping the unit or subjecting it to shock.
5. Avoid carrying the unit in extreme industrial environments where it may be subject to the effects of welding sparks, metal filings, abrasive and corrosive particles and fumes.
6. Members' names must not be engraved on the units. The serial number of each individual pager is recorded before being issued.
7. When a unit appears to be faulty, as explained during the initial issue, firstly try variations. For example, change the battery.
8. Defective pagers are to be forwarded direct to FRNSW's Communications Unit, Greenacre for attention.

Australia Post Freepost stickers are available from Communications Services. These are pre-addressed to Greenacre.

In the event of a defective pager:

- place defective unit in appropriate packaging;
- complete details on pager repair docket, Catalogue no 00984;
- place docket in box with pager;
- attach 'Freepost' sticker;
 - dispatch by handing over at counter of local Australia Post Office or agent.

When repaired, the pager will be returned by courier.

9. Members are instructed that, when they are not in a position to respond, the pager shall not be carried but shall be placed in a secure position to ensure its safekeeping.

In Orders 1990/12, with amendments

MINOR EQUIPMENT

Standpipes

Use of standpipes on hydrants

1. The hydrant ball or spring fitting should on no account be forced down to the full limit of the standpipe spindle. A partial opening on the hydrant is quite sufficient to give a full supply.
2. Before securing standpipe to hydrant lugs see that the washer fitted to the standpipe is in position and is in good condition. Otherwise a tight joint cannot be made and much waste occurs.
3. After the standpipe has been properly adjusted to the lugs of the hydrant the spindle handle should be revolved until the end of the spindle is just bearing on the hydrant ball and any further motion of the spindle should then be carried out as a slow and steady motion until the required discharge is obtained. This should be limited to a discharge which will 'throw' a distance not exceeding 600 mm from the hydrant nozzle and will be secured by a depression of the hydrant ball to the extent of approximately one-half turn of the handle.
4. In shutting off a hydrant the flow should be reduced slowly until the rate of discharge is about equal to that ordinarily obtained from a standard household tap; this rate should be allowed to flow for approximately 30 seconds before hydrant is finally shut off.
5. Where a hydrant after use cannot be shut off, the water service operator or engineer is to be immediately notified. In no case should a standpipe be detached from hydrant unless flow is first properly shut off.
6. The water service provider's maintenance section should be notified of any damage to water main or hydrants, so that repairs can be effected.

In Orders 1965/11, with amendments

Reflective tape

50 mm reflective tape is to be applied around the shaft, above the elbow and below the handles of standpipes as a safety measure.

In Orders 1982/3, with amendments

Repairs

An arrangement for the repair of hydrant standpipes has been established with the following companies:

Quell Fire and Safety
120 Silverwater Road
Silverwater NSW 2128

Matthews Fire Alarm
18 Chapman Place
Eagle Farm QLD 4009

Telephone: (02) 8748 7500
Contact: Mr Gary Rumney

Telephone: (07) 3630 1200
Contact: Mr Paul Moody

Procedure

1. Determine if the standpipe is economic to repair, taking into consideration age and general condition of the standpipe as well as the costs associated with transportation to the repairer.

2. If, after considering the above factors, repair is considered economic, submit the hydrant standpipe to the repairer for a repair quotation.

Note: When submitting a standpipe for repair quotation:

- attach a manilla tag to the standpipe and clearly identify the existing fault,
 - provide station name, address, contact officer and telephone number, and
 - if the return delivery address is different from the station address, ensure that the correct delivery address is clearly stated.
3. Evaluate the quotation against the cost of a new unit, taking the life expectancy of the old unit into consideration.
Note: The cost to replace a standpipe is \$297.00 (Matthews Fire Alarm) and \$354.00 (Quell).
 4. If repair is considered viable, complete a Local Purchase Order to cover the cost of the repair.
 5. Contact the repairer quoting the Local Purchase Order number and request that the repair be commenced. Post or fax the Local Purchase Order to the repairer.
 6. If the quotation for repair is considered not to be viable, advise the repairer not to proceed. A service fee to cover the labour costs involved in dismantling standpipes to determine a quotation for repair is charged by both repairers. The service fee is \$50.00.

Contact Officer: Manager Contracts and Supply, (02) 9742 7442

File Reference: SUP/00196

In Orders 2001/18, with amendments

Leather standpipe washers

Investigations have shown that while rubber and plastic standpipe base washers work well with the newer type aluminium standpipes they are inefficient on the older type brass standpipes that favour leather washers.

As there are still many of the older brass type standpipes still in service it has been decided to reintroduce leather washers.

Leather washers for use in the brass type standpipes can be obtained by forwarding an Issue Voucher in accordance with the instructions in [ESCAT](#), catalogue number 01406.

Contact Officer: Manager Contracts and Supply, (02) 9742 7442

File Reference: SUP/00032C

In Orders 2001/2, with amendments

Canvas goods

Repair

A facility has been established for the repair of all canvas goods used by FRNSW. The types of canvas goods used by FRNSW include salvage and debris sheets, strainer basket covers, and canvas bags of various types.

Metropolitan and Country stations may take advantage of this arrangement in the absence of a local supplier. However, country stations may find it more cost effective to source a local repairer.

Details of the repairer are as follows:

Brett's Hire & Repair Service	Telephone: (02) 9648 5622
1 River Street	Facsimile: (02) 9648 5699
Silverwater NSW 2141	Contact: Mr Ross Penman

Procedure

1. Determine the likelihood of the item being economic to repair, including the cost of transportation.
2. If considered repairable, submit the item to Brett's Hire and Repair Service at the address shown above for a quotation to repair. If a suitable local repairer is available, obtain a quotation from that repairer.

Note: when submitting an item for quotation/repair:

- a. Attach a manilla tag to identify the type of repairs required.
 - b. Provide station name, address, contact officer and telephone number.
 - c. If delivery address is different from station address, ensure that this is clearly stated.
3. Evaluate the quotation against the replacement cost and take the life expectancy of the old item into consideration. ([ESCAT](#) details replacement costs.)
 4. If after evaluation it is determined that the repair is viable, arrange with the Zone Office to issue a Local Purchase Order to cover the cost of repair.
 5. Authorise the repairer to proceed, quoting the order number as supplied by the Zone Office.
 6. Items submitted for repair to Brett's Hire and Repair Service incur freight charges at the following rate:

Greater Sydney area	\$12.00
Country areas	\$20.00 minimum charge.
 7. If the repair quotation is considered not to be viable, advise the repairer not to proceed. A Local Purchase Order to cover costs of quotation, if applicable, should be arranged through the Zone office. (Brett's Repair Service charges a \$16.00 quotation fee for condemnation.)
 8. Items determined to be beyond economic repair and therefore of no further use to the FRNSW may be disposed of by auction, negotiated sale or donation. Proceeds from the sale of surplus items are to be directed back to FRNSW.
 9. Any enquiries in relation to, or arising from, arrangements established for FRNSW with Brett's Hire and Repair Service can be directed to the Supply Officer on (02) 9742 7442.

In Orders 1996/14, with amendments

STATION EQUIPMENT

Electrically operated engine bay doors

Manual opening procedure

If there is a power failure, it may be necessary to open electrically operated station doors manually. These instructions are intended for use only in the event of a power failure. The doors should never be disconnected from their drive mechanism under normal operating conditions.

1 Panel lift (sectional overhead door) top, centre driven

- 1.1 For safety reasons the door must be in the down position before you attempt to disconnect it from the motorised drive system.
- 1.2 From a ladder, inside the engine bay, attach a rope (about 6 m long) to the top of the door. This is to help lift or lower the door and to tie it off in the open position to prevent it from falling.
- 1.3 At the top centre of the door there is a push arm connected to the drive trolley or chain. From a ladder, inside the engine bay, remove the drive pin or bolt at the drive, or top end, of the push arm to disconnect the push arm from the drive mechanism.

Note: in some instances there may be a split pin through the end of the drive pin to prevent it from vibrating out. Remove this pin first so that the drive pin can then be removed.

- 1.4 Lift the door carefully with another person taking the strain on the rope. Make sure that the push arm hanging from the top of the door does not come into contact with any vehicles parked under the door. A broom or pole could be used to push the door to its fully open position.
- 1.5 Tie off the rope in the engine bay to make sure that the door cannot fall, also making sure that the front edge of the door remains above the door head height.
- 1.6 When power is restored the door can be reconnected to its drive mechanism by following the above steps in reverse.

2 Panel lift (sectional overhead door) top, side driven

- 2.1 Inside the engine bay at the side of the door there is a lever connected by a cable or wire to the motor unit. Operate the lever to disengage the clutch on the motor unit.
- 2.2 The chain at the side of the door should now be engaged and the door can be raised/lowered by pulling the chain. Ensure that the door cannot fall if left in the open position by securing the chain.

3 Roller shutter

- 3.1 On some motor units the chain remains permanently in place on the motor pulley. If so, the door may be raised and lowered by pulling the chain.
- 3.2 On other motor units the chain sits on the keeper below the drive pulley. From a ladder, place the chain over the drive pulley. Ensure that the chain is free to run, then from the ground pull the chain to raise/lower the door.

Caution: do not attempt to operate the motor on this type of unit while the chain is engaged as the chain will spin.

4 Notification of manual operation

On all occasions where the electrically operated doors are manually operated, advise the Properties Section at Greenacre and your Zone Office.

If there are problems with the doors (not related to a power failure) that prevent normal opening, advise the Properties Section immediately on (02) 9742 7374 during business hours. After hours, contact the on call Property Area Manager through the Communication Centre.

Contact Officer: Assistant Director Property Services, (02) 9742 7374

File Reference: PRS/00008

In Orders 2001/14

Air compressors

Station Commanders are to ensure that when air-compressors are transported by FRNSW vehicles such equipment is securely lashed down to prevent it from moving during transit.

Consolidated In Orders, page 8, with amendments

Brushcutters and lawn mowers

1 Introduction

With the cessation of the State Government Contract for outdoor equipment, FRNSW has negotiated an agreement for the continuance of supply and maintenance of brushcutters and lawn mowers with Garden Yard Construction (GYC).

The company's contact details are:

Garden Yard Construction
Peakhurst (Head Office)
 133 Boundary Road
 Peakhurst NSW 2210
 Ph: (02) 9584 5800
 Fx: (02) 9584 5888

Garden Yard Construction
Penrith
 87 York Street
 Penrith NSW 2750
 Ph: (02) 4721 7744
 Fx: (02) 4721 2271

Garden Yard Construction
Castle Hill
 Unit 5, 2 Anella Avenue
 Castle Hill NSW 2154
 Ph: (02) 9899 1365
 Fx: (02) 9899 1367

Garden Yard Construction
Forestville
 7 Cook Street
 Forestville NSW 2087
 Ph: (02) 9451 8800
 Fx: (02) 9451 0899

Garden Yard Construction
Leppington
 1640 Camden Valley Way
 Leppington NSW 2171
 Ph: (02) 9606 4255
 Fx: (02) 9606 4355

Garden Yard Construction
Kirrawee
 34 Monro Avenue
 Kirrawee NSW 2232
 Ph: (02) 9544 6289
 Fx: (02) 9544 8276

2 Supply of new equipment

Regional stations may source equipment of a similar nature from local service providers, or may utilise the purchase arrangement outlined below.

Metropolitan stations should order the following outdoor equipment by submitting an Issue Voucher to your Zone Office, using the following information.

Mower, Lawn, Power

Information: Available to all fire stations with grassed areas.

Rules

Charge Against: 512140
 Order Method: Issue Voucher to Zone Office
 Order Instructions: Use Cat Number
 Order Authorisation: Superintendent and Above

Type	Capacity	Supplier	S/Part No	UOI	Est Price	Cat No
2 Stroke Petrol	3.5l Fuel; 60l Catcher	GYC	Turfmaster 480	Each	664.90	02676

GYC Garden Yard Construction

Brushcutter, Power Driven, Hand Carried

Information: Available to all fire stations with grassed areas.

Rules

Charge Against: 512140
 Order Method: Issue Voucher to Zone Office
 Order Instructions: Use Cat Number
 Order Authorisation: Superintendent and Above

Type	Capacity	Supplier	S/Part No	UOI	Est Price	Cat No
Stihl - 2 Stroke Petrol	25.4cc	GYC	FS85R	Each	504.45	02677
Husqvarna - 2 Stroke Petrol	25.4cc	GYC	326LS	Each	549.50	02677

GYC Garden Yard Construction

3 Repairs and maintenance

Garden Yard Construction can provide a pick up/repair facility for lawn mowers and brushcutters for stations located in the Greater Sydney Metropolitan Area. Stations outside this area are to make local arrangements for repairs to this equipment.

Repairs and maintenance can be arranged by the Station Commander with GYC where the necessary repairs are considered an economic option (see Section 4, [Assessing viability for repair](#)).

The Station Commander must contact GYC to arrange for collection of the item to be repaired, defuel the item, and prepare a Local Purchase Order to the minimum value for issue on collection of the goods.

An equipment fault tag must be attached to each item forwarded for repair. The tag must clearly detail the station, contact name and telephone number and LPO number.

Note: Blank tags can be ordered through [ESCAT](#) - Cat No 01891

4 Assessing viability for repair

Before contacting a repairer, the Station Commander should make an assessment of the economic viability of repair as compared to the purchase of a new item of equipment.

The factors to be taken into consideration when assessing equipment are:

- age and condition of the equipment
- damage and/or nature of the problem requiring repair.

The following costs should be taken into consideration when assessing the economy of repair as opposed to purchase item of equipment.

Note: A typical repair request including pick up and delivery services would be up to \$190.00. This estimated figure is to be detailed on Local Purchase Orders requesting this service.

Repair Cost Table

Service	Cost
Pickup and return service	\$36.36 per item collected
Workshop assessment fee	\$27.27 per item assessed
Allowance fee	\$163.65 per item

Where the Station Commander engages GYC to perform repairs, the item will be collected from the station and returned once all repairs have been performed.

GYC, on receipt of the goods, will assess each item submitted for repairs. If they determine that the total cost of repairs exceeds the \$190.00 threshold, they will contact the Station Commander for permission to proceed. The Station Commander is authorised to either permit the repairs to proceed at the increased cost quoted and amend the Local Purchase Order (LPO) accordingly, or decline the service offer.

If the service offer is declined, GYC will arrange for the item to be returned to the station. The Station Commander can then arrange for purchase of a new item, and process the payment to GYC where only the costs for the pickup and return service and assessment fee is payable by FRNSW on the issued Local Purchase Order (LPO).

The Station Commander must arrange for disposal of the condemned equipment in accordance with the [Disposals policy](#) on page 726.

5 Arranging payment

The Station Commander must certify that services have been completed and approve the invoice for payment. Attach the yellow copy of the LPO to the invoice and forward it to your Zone Office for payment.

Contact Officer: Supply Officer, (02) 9742 7443

File Reference: SUP/00803

In Orders 2008/2, with amendments

Supply and maintenance of sanitary bins

Sanitary bins must be provided to all fire stations, training and communication facilities and administrative areas.

Two contractors have been engaged to supply the sanitary bins and provide an on going maintenance and exchange service. Fresh and Clean will provide the service for the Greater Sydney Area (GSA) and the Illawarra while Pink Hygiene Solutions will provide the service for country areas. The tables below detail the service areas covered by each provider.

Over the coming weeks each service provider will contact Zone and Area Offices within their service areas to arrange the initial delivery of bins to each station, ongoing maintenance exchange service and an accounts payment process.

Approved contractors

Contractor	Service area	Definition
Fresh and Clean	The Greater Sydney Area	The area bounded by and containing Leichhardt, Strathfield, Burwood, Ashfield, Auburn, City of Bankstown, Baulkham Hills, City of Blacktown, Botany, City of Campbelltown, Canterbury, Concord, Drummoyne, City of Fairfield, City of Hawkesbury, City of Holroyd, Hunters Hill, Hornsby, City of Hurstville, Kogarah, Kuring-gai, Lane Cove, City of Liverpool, Manly, Marrickville, Mosman, North Sydney, City of Parramatta, City of Penrith, City of Randwick, Rockdale, Ryde, City of Sydney, Sutherland, Warringah, Waverley, City of Willoughby, and Woollahra.
	The Illawarra	The area bounded by and containing Wollondilly, Shoalhaven, Wollongong, Kiama and Shellharbour.
Pink Hygiene Solutions	Country areas	The area bounded by and containing Albury, Armidale, Ballina, Balranald, Barraba, Bathurst, Bega Valley, Bellingen, Berrigan, Bingara, Bland, Blayney, Bogan, Bombala, Boorowa, Bourke, Brewarrina, Broken Hill, Cabonne, Carrathool, Casino, Central Darling, City of Blue Mountains, Cobar, Coffs Harbour, Conargo, Coolah, Coolamon, Cooma Monaro, Coonabarabran, Coonamble, Cootamundra, Copmanhurst, Corowa, Crookwell, Culcairn, Deniliquin, Dubbo, Dumaresq, Dungog, Eurobodalla, Evans, Forbes, Gilgandra, Gosford, Gloucester, Goulburn, Grafton, Great Lakes, Greater Taree, Griffith, Gundagai, Gunnedah, Gunning, Guyra, Harden, Hastings, Hay, Holbrook, Hume, Inverell, Jerilderie, Junee, Kempsey, Kyogle, Lachlan, Lake Macquarie, Leeton, Lismore, Lithgow, Lockhart, Maclean, Maitland, Manilla, Merriwa, Moree Plains, Mudgee, Mulwara, Murray, Murrumbidgee, Murrurundi, Muswellbrook, Nambucca, Narrabri, Narrandera, Narromine, Newcastle, Nundle, Nymboida, Oberon, Parry, Port Stephens, Queanbeyan, Quirindi, Richmond River, Rylstone, Scone, Severn, Singleton, Tallaganga, Tamworth, Temora, Tenterfield, Tumbarumba, Tumut, Tweed Heads, Ulmarra, Uralla, Urana, Wagga Wagga, Wakool, Walcha, Walgett, Warren, Weddin, Wellington, Wentworth, Windouran, Wyong, Yallaro, Yarralumla, Yass and Young.

Supply details**Sanitary Bin**

Type	Region	Supplier	UOI	No of Services per annum	Unit Charge	Annual Charge
Sanitary Unit	Country	Pink	Each	13	3.08	40.04
Sanitary Unit	GSA	Fresh & Clean	Each	12	4.39	52.68
Sanitary Unit	Illawarra	Fresh & Clean	Each	12	5.33	63.96

Note: Prices indicated above do not include GST.

Under Government Contract 9683 an additional service may be arranged at the discretion of the Zone Commander to install sharps containers.

Company details

Pink Hygiene Solutions

PO Box 6786
Silverwater NSW 1811

Phone: (02) 8719 6200

Fax: (02) 8719 6220

Fresh and Clean

32 Bearing Road
Seven Hills NSW 2147

Phone: (02) 9838 4442

Fax: (02) 9838 4445

Contact Officer: Properties Officer, (02) 9742 7472, or Supply Officer, (02) 9742 7442

File Reference: NFB06498

In Orders 2010/11

Waste paper bins

Attention has been drawn to the possible fire hazards with the use of plastic waste paper bins. Where these containers are in use they should not be left in close proximity to element or flame heating appliances. Cigarette butts and matches should be extinguished to avoid ignition of the contents.

In Orders 1982/3

COMPUTER EQUIPMENT

Installation and use of non-standard or unsupported software

1. If additional software, other than that initially supplied with the PC, is required, the Station Commander or Branch Manager is authorised to approve the installation, seeking appropriate guidance and assistance from IT Infrastructure where necessary.
2. In approving the installation of the software, the authorised officer should be satisfied that:
 - FRNSW will benefit from the use of the software
 - operational requirements will always be given priority over uses for familiarisation and entertainment (eg games);
 - business or technical conflicts are unlikely to arise through the installation and application of the software;
 - at least one person in the station or unit is capable of installing and maintaining the software (IT Infrastructure is not able to support non-standard software);
 - all station personnel are aware of the change to the PC and software, and station staff will be made familiar with the change; and

- arrangements are in place to deal with any problem arising from the installation of the software.
3. If the software is supplied by a member of staff, evidence must be supplied to demonstrate that that member is the legitimate licence holder and that the instance of the software installed on FRNSW's PC is the only one.
 4. It must be understood that the level of technical assistance available from IT Infrastructure will be limited and calls for support for non-standard software will receive the lowest priority. Any support will be at the discretion of the Assistant Director IT Infrastructure, and will depend on available resources, skills and work priorities.
 5. If non-standard software causes disruption to FRNSW operations and core business services, the software must be removed immediately upon request from the Station Commander, the Branch Manager or IT Infrastructure.
 6. IT Infrastructure staff are authorised to remove any software that breaches these procedures, causes disruption to PC or network services, represents an operational risk to corporate information services or has not been authorised in accord with these procedures.
 7. Non FRNSW issue computer/s are not permitted to connect with fire station PCs (specifically, this refers to connecting notebook PCs; this procedure will not apply when connecting station PCs to the Intranet) without the prior approval of the Station Commander, Branch Manager or IT Infrastructure.

Any questions about these procedures should be directed to the IT Help Desk on (02) 9265 2833.

In Orders 1997/15, with amendments

Software licensing responsibilities

FRNSW uses different software packages from different suppliers. This combined with the ongoing upgrading of software has resulted in FRNSW owning a variety of software with differing licence terms and conditions.

Each vendor places different requirements on its licensing. As software is upgraded, the licensing conditions change, especially when competitive upgrades or product cross-grades take place. These changing conditions make it easy for staff to be unwittingly in breach of software licences.

In recent years software companies, particularly Microsoft, began pursuing software piracy fairly vigorously. Using FRNSW software on non-FRNSW PCs is illegal and constitutes software piracy.

In order for FRNSW to meet the terms and conditions of its software licences, staff must not use FRNSW software on non-FRNSW PCs. Such use is strictly prohibited by law.

Contact Officer: Assistant Director IT Infrastructure, (02) 9265 2856

File Reference: CHO/03303

In Orders 1997/25, with amendments

See also the policy on copyright of [Databases and computer programs created by employees](#) on page 567.

STORES

Emergency store

1 Scope

- 1.1 The Emergency Store set up at Greenacre by the Logistics Support Centre is stocked with essential firefighting supplies for issue during emergencies. The Emergency Store is managed by the Supply Services Unit.

2 Inventory

- 2.1 The supplies kept for emergency issue are as follows:

Protective clothing: rubber boots, turnout coats, helmets and components, overtrousers and braces.

Firefighting equipment: Adaptors and reducers, hydrant bars, standpipes and washers, knapsack sprayers, 38 mm and 70 mm hoses and nozzles, breechings and Storz wrenches.

- 2.2 Additional items may be included as the need arises.

3 Location and access

- 3.1 The Emergency Store is situated in Building 'B' of the Logistics Support Complex at Greenacre. Entry is through the old stores receiving area next to the Central Receipts and Despatch area.
- 3.2 All items are located within the Emergency Store room except for fire hoses which are located in locked wire cages next to the Emergency Store. Both the store room and the cages are signposted accordingly. Other items located in the near vicinity are *not to be taken*.
- 3.3 The Supply Services Unit operates the Emergency Store during office hours. Contact can be made by telephoning 7474 on the Firenet.
- 3.4 Keys are held by the gatekeeper at all times to enable access outside office hours. Contact can be made by telephoning 7333 on the Firenet.
- 3.5 An inventory list is kept at the gatehouse, so that items issued after hours may be noted and monitored.

4 Control and maintenance

- 4.1 Supplies will only be issued during genuine ongoing emergency incidents. Authorisation for use of these supplies must be obtained from the most senior officer in charge of the incident.
- 4.2 Stock levels have been designed to cater for emergency situations only, and are therefore available in limited quantities. Supplies issued must be returned in good condition at the conclusion of the incident, wherever possible.
- 4.3 When supplies are non returnable, the Supply Services Unit *must* be advised immediately, so that the items can be replaced in readiness for subsequent emergency incidents.
- 4.4 Replacement supplies are to be purchased using the accounts relevant to the area originally drawing upon them.

In Orders 1996/29, with amendments

Emergency bulk foam store

1 Introduction

In addition to foam stocks held at fire stations and in foam trailers, emergency bulk foam supplies are held at the Logistics Support Centre at Greenacre. The introduction of foam trailers across the State (see [page 657](#)) has enabled a reduction in the Greenacre emergency bulk foam supplies.

2 Access, control and maintenance

Procedures for access, control and maintenance of the emergency bulk foam supplies are the same as for other items held in the Emergency Store at Greenacre. For details see the instructions on the [Emergency store](#) on page 787.

3 Inventory

The store contains the following supplies stored on pallets:

- 32 x 20 litre drums of AFFF 6% proportioning
- 32 x 20 litre drums of ATC 3-6% proportioning
- 32 x 20 litre drums of BFFF

Contact Officer: Assistant Director Specialised Operations, (02) 9318 4872

File Reference: CHO/00969

In Orders 2002/13

Direct supply of general stores to fire stations

The Direct Supply of General Stores contract has been renewed and awarded to A E Baker and Co. The following information consolidates the policies and procedures relating to the purchase of goods specified in this contract.

1 New requisition books

A new requisition book has been produced and must be used for any purchases made under the new contract. A representative of AE Baker & Co will deliver the new requisition books to each station/section within Sydney, Wollongong, Newcastle and Katoomba areas. At the same time all old style requisition books are to be surrendered to the representative whether fully used or not.

In addition, arrangements have been made to supply country areas with a revised requisition book. These books will be delivered by post to each country fire station.

Subsequent requisition books can be obtained by requisitioning (Issue Voucher) through the Supply Services Unit, Amarina Avenue, Greenacre NSW 2190.

Requisition books, when completed, must be forwarded to your Zone Office Accounts Section.

2 Accounts

Five accounts remain open with AE Baker & Co, one each for the following:

Account Number	Region	Remarks
930207	Region North	
930208	Region West	
930209	Region South	
930206	Logistics Support	(ie. Fleet Management, Engineering, Supply, Properties and Greenacre Administration)
067042	Head Office	(all Sections within Head Office, the Training College, and all the Sections under the jurisdiction of the Director Learning and Development and Director Specialised Operations - including those located at Greenacre).

Goods received through this contract must be charged to the appropriate account. The account numbers are:

- A Account 2501 Inventory firefighting
- B Account 2502 Inventory Other
- C Account 2503 Consumable Stores
- D Account 2605 Protective Clothing

Each item in this contract is categorised as payable from one of the four accounts nominated above and the letters A, B, C or D are incorporated within the item number for easy identification (eg Item 131A, Item 219C etc.).

3 Delivery areas

Arrangements have been made for direct delivery of the full range of contracted items to fire stations within the following areas:

- Sydney Metropolitan Area
- Katoomba District
- Newcastle District
- Maitland Zone Office (ONLY)
- Wollongong District

Arrangements have been made for the direct delivery for a range of restricted items to areas outside those nominated above.

Country stations will be issued with Station Stores Requisition Books and can facsimile order requisitions direct to AE Baker on (02) 9852 2300.

Goods marked Metro Only *are not* available to country stations and should be purchased locally.

4 Stock control

To assist station/sections with stock management, the supplier has been instructed to effect delivery within 72 hours of receipt of order.

It is the responsibility of the Station Commander to ensure that sufficient stock is held to maintain normal daily functioning.

To prevent duplication of orders for general stock maintenance, requests should be placed no more than once a fortnight. Emergency requirements can be requisitioned as necessary.

5 Authorisation of requisitions

The current delegation of expenditure for a Station Commander is \$1000. Where the order does not exceed \$1000 the delegated officer may authorise the requisition and place their order directly with the AE Baker.

All requisitions in excess of \$1000 must be directed to the Duty or Zone Commander for approval. The authorising officer should sign the requisition in the designated space on the requisition prior to forwarding. AE Baker has been instructed that FRNSW will not accept responsibility for deliveries valued more than \$1000 unless the order has been properly authorised.

6 Short deliveries where items are temporarily out of stock

With the recent addition of the electronic ordering method for AE Baker consumable items, arrangements have been put in place to keep a register of backorders for all stations and sections.

AE Baker will now generate an automatic backorder list for items found to be out of stock at the time of ordering. When stocks become available the item/s will be delivered to the station or section as per the original request.

This instruction relates to all order methods, ie [ESCAT](#), LPO or Station Stores Requisition Book.

Accordingly, stations and sections are to disregard paragraph E of the Instructions for use printed on the front cover of the Station Stores Requisition book.

7 Where items are short supplied

Where a discrepancy is found between the delivery docket and the ordered items, and the discrepancy is not as a result of temporary stock out, the Duty or Zone Commander and AE Baker should be advised immediately and provided with the following details:

- station number
- item/items concerned
- requisition number (refer Requisition Book)
- delivery docket number
- date of delivery

Note: notification of a short supply must be made within 14 days of the delivery otherwise claims for credit will not be accepted.

8 AE Baker requisition form

The following information is required to be entered on the requisition form when ordering goods, otherwise the requisition may not be processed:

- each station should note their region in the appropriate space at the top left side of the form,
- station/section number (Cost Centre),
- full delivery address and phone number of the station/section,
- FRNSW Supply Catalogue Number,
- supplier's product code and description (these details are located on the inside of the requisition book),
- item number in full as listed (eg Item 131A, Item 219C etc),
- order unit (eg packet, each, drum, kilo, etc),
- quantity required (in multiples of order units), and
- cost of item (as indicated in the list of contract items).

9 Distribution of requisition form copies

The requisition copies need to be distributed in the following manner:

WHITE original	up to \$1000 to AE Baker More than \$1000 to Duty or Zone Commander for approval
YELLOW copy	to the Accounts Section of your Zone (after the goods have been received, and with all delivery documentation attached)
PINK copy	to be retained as station/section record.

10 Ordering - general information

Care must be taken to avoid duplication of orders. If an order requisition form is sent by facsimile to the AE Baker, the original does not need to be sent. If the white copy is forwarded to AE Baker after facsimile, the form must be clearly marked as follows:

‘Confirmation of facsimile do not duplicate’

Telephone orders will not be accepted.

A list of contract items will be delivered with the requisition books and is attached to electronic copies of this In Orders. Only those items listed may be ordered. The list will be reviewed from time to time and items may be changed, added or deleted according to demand and availability. The Assistant Director Contracts and Supply authorises any alterations to the supply items. Following authorisation, amendments are published in the In Orders.

11 Receipt of goods

AE Baker will send a PACKING SLIP to the station with the goods and an INVOICE directly to the Finance Manager.

Upon acceptance of delivery, the receiving officer should check the packing slip/s against the goods received and compare it with the copy of the order kept at the station. Any discrepancy should be noted and highlighted (refer section 6, [Short deliveries where items are temporarily out of stock](#) on page 790).

The acquitted packing-slip as well as the YELLOW requisition copy must be sent together to the Accounts Section of your Zone for checking and auditing purposes.

Zone Offices will monitor all order/delivery documentation on a regular basis and immediately take steps to retrieve any documents that the stations may have omitted to forward to the office.

12 Returns for credit

If after checking, one or more items are found to have been ordered/supplied incorrectly, the following procedure applies:

- 12.1 Complete a Return for Credit form, noting the Delivery Docket No, Date of delivery, Item description and quantities to be returned.

A Return for Credit form is a triplicate document, which comes in book form and is obtainable from Government Printing Service (GPS) at Regents Park, using a Local Purchase Order (see the *Supply Catalogue*, Volume 1, Page E-34, Cat No 01473).

- 12.2 Contact your Duty or Zone Commander specifying the return details.

The Station Commander is responsible for contacting AE Baker (telephone number (02) 9852 2222), and arranging the collection of any incorrect items supplied to the station.

- 12.3 On collection, ensure that the AE Baker driver signs the Return for Credit form. The driver should take the original copy of the Return for Credit.

- 12.4 Staple the second copy of the Return for Credit to the AE Baker delivery docket and forward to the Zone Office for processing.

13 Unattended stations

If stations are not permanently manned an alternate delivery address can be nominated, eg. the Captain's residence. This can be arranged by contacting the Supply Officer on (02) 9742 7447, to coordinate arrangements with AE Bakers.

Goods will not be left at fire stations or alternate delivery addresses that are unattended. Attempts to deliver the goods will be made at another time.

14 Stations to be supplied

Certain items are not available to some stations and the list of contract items details those stations that are/are not eligible to receive a specific item. The following is an explanation of the symbols shown in the column titled '**Stations Available**':

- **HAZMAT ONLY** means that this item is available only to stations with Hazmat capability in city and country areas.

- **METRO ONLY** means that the item is available only to stations in the greater Sydney area, Katoomba, Wollongong, Newcastle Fire Stations and Maitland Zone Office.
- **METRO/COUNTRY** means that the item is available to ALL stations, city and country.

15 Enquiries

Enquiries regarding this contract should be directed to the Supply Officer on (02) 9742 7447.

Contact Officer: Supply Officer, (02) 9742 7447
File Reference: SUP/00010C

*In Orders 2001/13 as amended by
In Orders 2003/8, with amendments*

Excessive accumulation of stores

Station Commanders are instructed that when requisitioning for stores issue care must be exercised to avoid over accumulation at any time. Stores are issued for general use of the station by Station Commanders. Under no circumstances are stores to be divided for individual platoon use.

Consolidated In Orders, page 205, with amendments

Corporate stationery

FRNSW has established a contractual arrangement with the Salmat Document Management Solutions Pty Ltd to print, maintain and distribute corporate stationery products.

1 Contractor details

All Purchase Orders for corporate stationery products should be directed to Salmat.

Postal Address:	Locked Bag 20 MOOREBANK NSW 2170
Site Address:	2 Military Road Matraville NSW 2036
Telephone:	(02) 9311 9808 or (02) 9311 9899
Facsimile:	(02) 9311 1076
Contact:	Call Centre

2 Stock control

To assist stations and sections with stock management, Salmat maintains stock levels of all items of corporate stationery used by FRNSW. Salmat will maintain a minimum level of stock based on consumption rates, and has the capability to initiate document reproduction on site.

It is the responsibility of the officer in charge of each station or section to ensure that sufficient stock is held to maintain normal daily functioning.

3 Requisitioning procedure

All orders placed with Salmat are to be placed on a Local Purchase Order (LPO). The Local Purchase Order must clearly indicate the following details to ensure that efficient and accurate processing and delivery:

- 3.1 Include the Requisitioning Officer's name and contact number in the 'Enquiries To:' box.
- 3.2 Show the following address in the 'Supplier Details' box:

Salmat
Locked Bag 20
MOOREBANK NSW 2170

- 3.3 Clearly indicate the full delivery address in the 'Delivery Details' box.

Note: unstaffed stations must give their approved alternate address for acceptance of goods.

- 3.4 Include the quantity, full description and FRNSW Catalogue Number for each item requisitioned in the main body of the order.
- 3.5 Use the estimate price currently listed in [ESCAT](#) as an indicative price only in the 'Unit Price' box.
- 3.6 Calculate each item, and total of the order, and place in the relevant 'Total' boxes.
- 3.7 In the space for 'Account', you can use the following account numbers for corporate stationery:

512100 - Inventory - Other
516020 - Stationery - Other

However, please refer to the *Supply Catalogue Rules* section for each item listed on the order, or contact your Zone Office accounts section for assistance.

- 3.8 Place the Requisitioning Officer's Zone Number or Management Responsibility Centre number in the space for 'MRC'.
- 3.9 Place the Station Number, or Cost Centre number in the space for 'CC'.
- 3.10 Have the order signed and dated by an officer authorised to incur expenditure (refer to the [Delegations Manual](#) for financial delegation limits).
- 3.11 Fax the original copy (white copy) to Salmat on (02) 9311 1076 for immediate processing. Mark the Original Copy (white copy) clearly in red ink with 'Confirmation of Order ONLY' and send it to Salmat by mail; then
- 3.12 After Salmat delivers the goods, send the Accounts Copy (yellow copy) to your Zone Office accounts section. Attach all documentation received with the delivery.

4 Short deliveries

Where items are temporarily out of stock, the delivery docket will indicate that the item has been placed on back order. There is no need to reorder the item; when stock is printed the goods will be delivered to the station or section.

Confirmation of any back ordered items or errors in delivery can be made by contacting the Call Centre on (02) 9311 9808.

5 Receipt of goods

Salmat will send a delivery docket to the station or section detailing the items included in the delivery. It will also indicate if any item has been placed on back order. The receiving officer should check the delivery against the Accounts Copy (yellow copy) of the Local Purchase Order to ensure all stock has been received.

If all items received are consistent with the order, have the Accounts Copy (yellow copy) of the Local Purchase Order authorised for payment, attached all received delivery dockets and send them to your Zone Office for payment.

6 Returns for credit

If, after checking, one or more of the items are found to have been ordered or supplied incorrectly the following procedure applies.

- 6.1 Complete a return for credit form (Catalogue Number 01473), noting the delivery docket number, date of delivery, item description and quantities to be returned.
- 6.2 Contact the Call Centre on (02) 9311 9808. Details of the error will be taken, and you will receive a fax confirmation from Salmat. Include this confirmation fax with the return for credit form in the package of goods for return.
- 6.3 Salmat will advise if they will make arrangements to collect the goods, otherwise the goods should be packaged suitably and forwarded to Salmat at:

Salmat
2 Military Road
Matraville NSW 2036
Attention: Customer Service

7 Inclusion of additional items in Corporate Stationery range

If there is an item of corporate stationery that you consider appropriate for inclusion in FRNSW's documentation, send a submission detailing the requirement together with a 'Supply Catalogue Amendment Request' form to the Supply Services Unit for consideration. A copy of this form is provided in the introduction section of the *Supply Catalogue*.

Address the request as follows:

Supply Services Unit
Fire & Rescue NSW
Supply Officer
Locked Bag 13
GREENACRE NSW 2190

8 Enquiries

The following information details the appropriate officer/section to be contacted concerning enquires for corporate stationery.

Type of enquiry	Contact	Telephone/Fax
Placement of order	Fax order to	(02) 9311 1076

Type of enquiry	Contact	Telephone/Fax
Enquiries concerning backorders or incorrect deliveries	SALMAT Call Centre	(02) 9311 9808
Request for new corporate stationery	Supply Officer, FRNSW	(02) 9742 7443
Special distribution or printing works	Supply Officer, FRNSW	(02) 9742 7443

Contact Officer: Supply Officer, (02) 9742 7443

File Reference: SUP/00293C

*In Orders 2001/10, as amended by In Orders 2005/10
and In Orders 2008/4 with amendments*

See also the policy [Waste reduction and recycled purchasing](#) on page 711 in relation to purchasing recycled stationery.