



RFS

Plan of Management (Draft)

Hornsby Ku-ring-gai District Training Centre



Document control

Release history

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Related documents

Document name	Version
Service Standard 6.1.2 Qualifications for NSW RFS Members	3.6
Service Standard 6.1.3 Training in the NSW Rural Fire Service	4.2
Service Standard 6.1.5 Live Fire Training	1.1

Document name	Version
RFS Training Standard Operating Procedures	4.1
RFS Training & Assessment Strategies	-
RFS Course Guides	-
RFS Assessment Guides	-
Service Standard 5.1.10 Accommodation Standards and Building Construction Projects	4.0
Service Standard 5.3.4 Maintenance of Buildings	1.1
Policy P8.1.0 Asset Management	1.1
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1. Introduction

This Plan of Management outlines the arrangements for the management and operation of the Hornsby Ku-ring-gai District Training Centre.

1.1. Purpose

The purpose of this Plan of Management is to ensure that training is conducted in accordance with the statutory and organisational requirements and that the management and operation of the training centre is consistent with the principles of environmental sustainability, and with consideration to the surrounding community.

1.2. Site Location

The Hornsby Ku-ring-gai District Training Centre is located within the grounds of the Fire Control Centre Precinct at 1049 Pacific Highway Cowan (Lot 100, DP1104687). The site is owned by Hornsby Shire Council.



The nearest neighbouring premises is light industrial premises to the east of the site. The site is surrounded by highway and National Park at some distance.

1.3. Site Description

The site incorporates a number of facilities arranged along an existing internal road to simulate a realistic streetscape:

- Structural Training Prop

The prop simulates a typical two-storey residential building to practice defensive and offensive structural firefighting and safe working at heights.

The prop consists of a number of shipping containers with hinged internal walls which can be configured to simulate a range of internal building layouts. The prop incorporates various styles of windows and doors to enable the application of forcible entry and access techniques. The prop incorporates a number of internal and external stairways and ladders to enable multi-level access for search and rescue.

A pitched roof incorporating both colourbond and tile cladding is provided to enable work at heights training.

The prop is not used for live fire. Fire conditions are simulated using artificial smoke produced by a fog machine, and electric and gas fuelled fire props. Simulated smoke and fire minimises environmental, health and financial impacts by reducing emissions, contaminants, waste, and wear and tear. It also enables the facility to be rapidly reset between exercises, maximising site use within operating hours.

- Hard Stand

A concrete hard stand is available on site for the operation of portable gas fire props to simulate various training scenarios. The props are removed when not in use and stored on site.

- Shelter

An open shelter structure is available on site to provide protection from sun and rain during training sessions and breakout periods as well as a space for briefings and debriefings.

- Storage Shed

A colourbond shed is situated adjacent to the shelter, for the secure storage of training props and other equipment. The storage shed and shelter are positioned on site adjacent to the structural prop to simulate a secondary exposure for protection during firefighting operations.

2. Site Operation

2.1. Operation of the Facility

The District Training Centre will be operated by RFS trainers and assessors, typically volunteers. Operations must be supervised at all times by an allocated Lead Instructor.

2.2. Hours of Operation

The District Training Centre is located within the grounds of the broader Fire Control Centre site. Whilst its typical business hours are Monday to Friday from 08:30 to 17:30, the site is an emergency services facility and, as such, there are volunteer and emergency operations on site outside of business hours.

The training facilities within the District Training Centre are typically used 30-40 times during the year on weekends and occasionally on mid-week evening sessions, to suit volunteer availability.

Operation of the District Training Centre outside of business hours is limited to the following hours:

- Monday to Friday: 08:30 to 22:00
- Saturday to Sunday: 08:30 to 17:30

Training may be undertaken after dark, utilising existing site lighting and the work lights of fire appliances.

2.3. Occupancy

The maximum number of participants to use the District Training Centre at any time is 16. This does not include trainers and assessors (typically 3-5).

Occupancy does not exceed the existing capacity of the broader Fire Control Centre. The District Training Centre provides on-site practical training facilities for participants who would have otherwise attended the Fire Control Centre for theory-based lectures, and then travelled to an off-site facility for practical training sessions.

The District Training Centre will be booked in conjunction with one of the Fire Control Centre Training Rooms, to ensure that typical site occupancy is not exceeded.

2.4. Vehicle Access & Parking

The maximum number of fire appliances to use the District Training Centre at any time is 4.

Vehicular access for the fire appliances is via the main gates on the precinct's western boundary.

Parking for fire appliances is available within the existing Fire Control Centre car park on the northern side of the Support Station. Additional parking for RFS vehicles is available on the kerbside on the precinct's western boundary adjacent to main gates.

Participants will typically assemble and join the fire appliance at their local fire station, before proceeding to the Fire Control Centre. Participants will typically alight from the appliance and undertake theory-based lectures and/or briefings in the training rooms within the Fire Control Centre. Participants will then typically board their fire appliance and position on site at the District Training Centre under the direction of the Lead Instructor.

Vehicle traffic does not exceed the existing capacity of the broader Fire Control Centre and parking facilities. The District Training Centre provides on-site practical training facilities for participants who would have otherwise attended the Fire Control Centre for theory-based lectures, and then travelled to an off-site facility for practical training sessions.

The District Training Centre will be booked in conjunction with one of the Fire Control Centre Training Rooms, to ensure that typical site occupancy is not exceeded.

2.5. Amenities

Amenities are available within the Fire Control Centre including:

- Male Toilets & Shower
- Female Toilets & Shower
- Accessible Toilets & Shower
- Catering facilities and meal rooms

These amenities are located adjacent to the training rooms within the Fire Control Centre building.

3. Site Activities

3.1. Site Activities

The District Training Centre is used to deliver the practical training, assessment and competency maintenance required by our volunteer firefighters in the following skills:

Activity	Description
Firefighter fitness	Functional fitness activities through the course of skills and drills including carrying loads, climbing stairs, climbing ladders and operating with personal protective equipment.
Crew safety	Hazard identification, risk assessment and control on an incident scene through the course of skills and drills.
Operation of breathing apparatus	Selection, operation and maintenance of self-contained breathing apparatus for firefighting and other operations in conditions of reduced visibility.
Forcible entry	Safe operation of forcible entry tools and techniques to access a structure for the purpose of search and rescue during firefighting operations.
Search and rescue	Plan and conduct primary and secondary search operations and use appropriate techniques for the rescue of casualties during firefighting operations.
Structural firefighting techniques	Undertake defensive structural firefighting techniques to protect exposures from fire extension and systematic search and rescue and interior firefighting techniques inside a structure.
Motor vehicle firefighting techniques	Undertake fire suppression techniques on motor vehicle fire incidents using portable gas fuelled props.
Motor vehicle accident support	Secure the scene and apply casualty assistance techniques, establish fire protection during rescue and paramedical operations and support rescue and recovery operations.
Working at heights	Establish and use height safety systems to access roofs.
Storm damage repair	Use emergency roof repair techniques to effect temporary repair of roofs during recovery operations following storm events.
Chainsaw operation	Safe operation of chainsaws to undertake cross cutting techniques on fallen timber.

Activity	Description
Operational command	Supervision of firefighting operations and the management of multi-sector structural firefighting operations.

Firefighters undertake theory-based instruction within the training rooms in the Fire Control Centre.

3.2. Live Fire

The use of fire within the District Training Centre is restricted to engineered fuel trays and portable gas and electric fire simulators operated in hard stand areas.

The combustion of Class A fuels at the District Training Centre is strictly prohibited. The structural training prop is a cold fire training facility only, with fire simulated using an internal fog machine and portable gas and electric elements.

Hot fire training may be undertaken within demonstration cells available in other Districts, including but not limited to the following locations:

- The Hills: Sackville North Training Centre
- Central Coast: Cameron Park Training Centre
- Lower Hunter: East Maitland Training Centre
- FRNSW Orchard Hills Training Academy

Any training involving the use of live fire, must comply with the requirements of Service Standard 6.1.5 Live Fire Training.

3.3. Equipment

The following training props may be used on site as part of practical training scenarios:

Equipment	Description
FRSA Trainer 501 Smoke Machine	<p>A smoke machine which vaporises a proprietary fluid to simulate smoke/fog within an enclosed space. The fluid is vapourised within the machine and then dispersed within an open space or through ducting with an inline fan.</p> <p>The FRSA Trainer 501 can use either a light or heavy fluid and allows for adjustment of smoke output at between 0 and 100%.</p> <p>The fog is water-based odourless, non-irritating, non-toxic, and non-flammable and leaves no residue. The fog dissipates quickly when it is released from an enclosed space.</p>
Car Fire Portable Gas Prop	<p>Heavy duty simulated medium-size sedan with hinged bonnet, boot, and passenger doors. Regulated, adjustable gas burners. Integrated castors to position on site and return to storage on completion. Gas fire is extinguished through the application of hose lines and isolation of gas.</p>

Equipment	Description
Portable Gas Props	Assorted small portable gas props incorporating regulated, adjustable gas burners. Gas fire is extinguished through the application of hose lines and isolation of gas.
Digital Fire Simulation	Digital technology uses LEDs to recreate flames and their patterns. Thermal sensors detect the application of a fire hose line or a digital hose line. Sound and training smoke add realism to immerse firefighters in the training environment.
Positive Pressure Ventilation Fan	Positive Pressure Ventilation fan used for building ventilation and fast smoke clearance during structural firefighting operations.

All training props are properly engineered, maintained and where necessary certified by an appropriate certifying authority. Gas props must be checked annually by an appropriately qualified gas fitter and confirmation that all components are in a safe and operable condition must be obtained and recorded.

3.4. Firefighting Foams & Agents

Water will be the main extinguishing agent used in training. The quantities used during training scenarios will be within existing the capacity of stormwater systems on the Fire Control Centre site.

In accordance with Service Standard 6.1.5 Live Fire Training, the Lead Instructor will be responsible for monitoring water run-off and implementing daily environmental protection measures. Excess water run-off will be directed to landscaped areas, with stormwater drains protected from sediment.

Training foam may be used in small quantities for specific assessment tasks in contained areas, infrequently.

Training foam is a non-hazardous, non-toxic, readily biodegradable substance which mimics the properties of firefighting foams. Training foams are typically designed for use at very low concentrations of 0.5 – 3%. Training foams are designed to rapidly breakdown on application, for ease of containment.

Activities involving the use of training foam will be subject to a risk assessment, which outlines the measures taken to contain, clean up and dispose. Training foam will be contained so that it does not enter stormwater or sewer. The Lead Instructor will be responsible for ensuring the containment of foam used on site and the clean up and disposal using equipment and materials carried on fire appliances.

No Class A or Class B foam will be stored or used in the proposed future firefighting training at the site.

The RFS no longer uses PFAS containing foam and complies with the Protection of the Environment Operations (General Amendment) PFAS Fire Fighting foam (Regulation) 2021. Firefighting foams used by the RFS are authorised by the National Industrial Chemicals Notification and Assessment Scheme, the approval body for chemical use in Australia. RFS has only used foams legally permitted for use in Australia.

3.5. Training Approvals

Each NSW RFS training activity shall be authorised by the Officer responsible for Learning & Development. Approved training activities shall be included within the District Brief.

3.6. Risk Management

Realism in emergency services training is critical, however all existing, potential or introduced hazards and risks must be identified so as to properly prepare participants and ensure that appropriate measures are in place to reduce the risk of physical, psychological, environmental and organisational harm.

A written activity risk assessment, focused on the task based risks, shall be completed each time an activity is conducted. This includes the necessary on-the-day checklist, regardless of the level at which training is undertaken.

Activity risk assessments may be used on multiple occasions provided they are checked and relevant hazards and risks are mitigated. Any new hazards and risks shall be added and addressed on the day by the appropriate persons.

All participants, trainers, assessors and observers involved in a training activity shall be made aware of any hazards, risks and control measures prior to the activity commencing and whenever changes to the risk assessment are required.

Trainers, assessors and safety officers shall use dynamic risk assessment throughout any activity to identify new hazards and implement controls, and shall advise participants accordingly. Where a new hazard is identified and a control put in place, the existing risk assessment shall be updated and members briefed in relation to the new hazard.

3.7. Supervision

Training activities undertaken at the District Training Centre must be supervised by a person allocated as Lead Instructor who meets the following requirements:

- a. is a Course Coordinator, Training Officer or ranked officer within the local District;
- b. holds the qualifications and relevant operational experience in the subject matter being trained;
- c. has undergone an appropriate induction to the site; and
- d. has acquainted themselves with the Site and Activity Risk Assessments.

The Lead Instructor is responsible for ensuring that all approvals are in place, risk assessments and equipment checks have been completed and Members have been inducted prior to the activity commencing.

The identity of the Lead Instructor must be recorded within the Risk Assessment of the activity to enable determination of responsibility for any breaches of the Management Plan.

3.8. Work Health & Safety

All training shall be conducted in compliance with the Work Health and Safety Act 2011 and relevant NSW RFS requirements.

Personal protective clothing/personal protective equipment (PPC/PPE) is to be utilised in accordance with Service Standard 5.1.5 Protective Clothing and Accessories.

A dedicated Safety Officer is to be appointed for all activities. The Safety Officer is responsible for the welfare and safety of all personnel involved in the exercise.

All training must have a First Aid Application (FAA) qualified member in attendance.

3.9. Environmental Sustainability

All training shall be conducted consistent with the principles of environmental sustainability, and with consideration to the surrounding community.

Training must take into account environmental considerations which may include, but not be limited to:

- a. Management of runoff;
- b. Control of the use of firefighting suppressants;
- c. Appropriate disposal of residual materials; and
- d. Prevention of contamination of surrounding environment.

3.10. Make Safe

At the conclusion of the activity, the Lead Instructor is responsible for ensuring that the District Training Centre is made safe.

Where props or other training aides have been used, they are to demobilised, inspected and stowed.

The District Training Centre and its structures are to be appropriately secured to prevent unauthorised access.

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