

# SERVICE STANDARD 3.1.6

## OPERATIONAL DOCTRINE

ITEM	DESCRIPTION
Version Number	3.0
SOPs	> SOP 3.1.6-1 Development and Review of Operational Doctrine
Owner	Executive Director, Operations
Contact	Director, Response and Coordination
Approved Date	30 July 2018
Effective Date	31 July 2018
Next Review Date	30 July 2021
Document Control	Electronic - Printed Copies are Uncontrolled

### 1 Purpose

1.1 This Service Standard provides for the development and management of operational doctrine (including procedures and protocols) to enable safe, effective and efficient operations assisting the NSW RFS in the delivery of its functions under the *Rural Fires Act 1997*.

### 2 Definitions

- 2.1 For the purpose of this policy document, the following definitions apply:
- a. **Incident Management Procedures (IMPs):** procedures that apply at incident management team (IMT). They are gradually being updated and incorporated into Operational Procedures.
  - b. **Local Standard Operating Procedures (LSOP):** locally developed standard operating procedures (SOP) as approved by relevant District Manager, following consultation with Brigades or the Senior Management Team (SMT) for the District.
  - c. **Operational Doctrine:** the generic term for ‘that which is taught’ by the NSW RFS as regards considerations and methods for dealing with incidents and related activities. It may exist in the form of training manuals or similar electronic documents, operational protocols and operational procedures.
  - d. **Operational Management Procedures (OMPs):** procedures that apply at a State Operations level. They are gradually being updated and incorporated into Operational Procedures.
  - e. **Operational Procedures:** short statements of factors to be considered and methods to be used during incidents and related activities. They reflect key points of operational doctrine in a format easy to use for reference during actual operations or similar activities as an aide-de-memoire or field checklist. They will replace IMPs and OMPS.
  - f. **Operational Protocols:** detailed written statements that deal with methods of operating at incidents and similar activities. They include suggested “best practice” processes and may contain specific points that are identified as mandatory. They may include a mix of detailed narrative, diagrams and procedures. They usually reflect newly developed operational doctrine that has not yet been included in training manuals or operational procedures.

- g. **Training manuals or similar electronic documents:** detailed written and illustrated documents that provide details regarding considerations and methods for operating at incidents and similar activities. They are produced (or may be authorised to be produced by others) by the Learning and Development section. They reflect well established NSW RFS doctrine on a range of subjects. They are designed mainly as a detailed text for people learning a subject, or for researching it in order to teach others.

### 3 Policy

- 3.1 All NSW Rural Fire Service (NSW RFS) activities must be compliant with the relevant service standards, policies, and operational doctrine.
- 3.2 The Executive Director Operations approves the development, promulgation, update and distribution of Operational procedures and protocols.
- 3.3 Operational doctrine must be managed in accordance with SOP 3.1.6 – 1 Development and Review of Operational Doctrine.
- 3.4 Doctrine must also be consistent with service standards, policies, other operational doctrine and NSW RFS training material.

#### Operational procedures

- 3.5 Operational procedures may be designed for use at a variety of levels including general (e.g. whole of Service), field (e.g. fire fighter), technical (e.g. operator or specialist), tactical (e.g. officer), operational (incident management team) or strategic (state operations) level.
- 3.6 Operational procedures must be made readily accessible to all NSW RFS personnel via the NSW RFS Intranet and MyRFS, and be made available to relevant members of other emergency services and other organisations as required.
- 3.7 The relevant operational procedures must be followed by all personnel involved in bush firefighting operations being conducted under s44 of the *Rural Fires Act 1997*.

#### Operational protocols

- 3.8 Operational protocols identify ways to comply with regulatory requirements and may describe methods and procedures to follow. However, they do not exclude other methods from being used that are also safe, effective and consistent with regulatory requirements, NSW RFS policy and service standards.
- 3.9 Operational protocols must be readily available and accessible to all NSW RFS members, and if required, other emergency services and other organisations.

#### Local Standard Operating Procedures

- 3.10 Districts may enhance operational procedures or protocols by means of local standard operating procedures (LSOP) to meet local needs as long as they do not conflict with the original meaning or intent, and are consistent with service standards, policies, operational doctrine and NSW RFS training materials.
- 3.11 At a minimum, Rural Fire Districts should consult with adjoining Rural Fire Districts when developing LSOPs to safeguard operational compatibility while maximising local expertise.

#### Precedence of documents

- 3.12 In the case of any conflict between legislation and a NSW RFS policy, document or operational doctrine the legislation will take precedence.
- 3.13 In the case of any conflict between a NSW RFS policy document (as defined in SS 1.5.1 Management of NSW RFS Policy Documents) and an OMP, IMP, Operational Protocols, Operational Procedures, manual or guideline, the policy document will take precedence.

## 4 Related documents

- [Protection of the Environment Administration Act 1991](#)
- [Rural Fires Act 1997](#)
- [State Emergency and Rescue Management Act 1989](#)
- [SS 1.5.1 Management of NSW RFS Policy Documents](#)
- [SS 1.3.1 Delegations and Authorisations \(Incl. Supplementary Delegations – Unincorporated Area of NSW\)](#)
- [SS 1.3.2 Powers of Officers](#)
- [SS 1.3.2A Powers of Officers \(Jervis Bay Territory\)](#)
- [SS 6.1.3 Training in the NSW Rural Fire Service](#)
- NSW RFS Operational Management Procedures (OMPs)
- NSW RFS Incident Management Procedures (IMPs)
- NSW RFS Operational Protocols
- NSW RFS Operational Procedures

## 5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 September 1999	1.0	Initial release as Fireground Procedures
15 October 2001	1.1	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v1.0</li> <li>➤ Clause 7</li> </ul>
9 October 2002	1.2	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v1.1</li> <li>➤ Clause 2.4.2</li> </ul>
23 March 2006	1.3	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v1.2</li> <li>➤ Clause 2.4.3 and 2.4.4</li> <li>➤ New SOPs attached: <ul style="list-style-type: none"> <li>• Fireground SOPs</li> <li>• Prescribed Burning SOPs</li> <li>• Safe Working on Roads SOPs</li> <li>• Base Camp SOPs</li> </ul> </li> </ul>
6 September 2007	1.4	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v1.3</li> <li>➤ Prescribed Burning SOPs</li> </ul>
6 August 2008	2.0	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v1.4</li> <li>➤ SS renamed from Fireground Procedures to Fire and Other Incident Operations</li> <li>➤ New SOPs attached: <ul style="list-style-type: none"> <li>• Safe Working on Roofs</li> <li>• Use of Heavy Plant</li> <li>• Safe Driving</li> </ul> </li> </ul>
3 October 2008	2.2	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v2.0</li> <li>➤ Safe Driving SOPs Clause 1.3 (c)</li> </ul>
10 October 2013	2.3	<ul style="list-style-type: none"> <li>➤ Repealed and remade SS 3.1.6 v2.2</li> <li>➤ SS renamed from Fire and Other Incident Operations to Operational Protocols and Procedures</li> <li>➤ Amended to cover all operational procedures and protocols</li> </ul>

AMENDMENT DATE	VERSION NO	DESCRIPTION
30 July 2018	3.0	<ul style="list-style-type: none"> <li data-bbox="552 280 1023 309">➤ Repeals and remakes SS 3.1.6 v2.3</li> <li data-bbox="552 320 1294 383">➤ SS renamed from Operational Protocols and Procedures to Operational Doctrine</li> <li data-bbox="552 394 1321 456">➤ Amended to include the current development process of Operational Procedures and incorporation of IMPs and OMPs</li> <li data-bbox="552 468 1246 530">➤ Reviewed to align with current processes, and SS 1.5.1 Management of NSW RFS Policy Documents</li> <li data-bbox="552 542 1050 571">➤ Inclusion of new section 2 – Definitions</li> <li data-bbox="552 582 1283 645">➤ Inclusion of new SOP 3.1.6-1 Development and Review of Operational Doctrine</li> </ul>

# SOP 3.1.6-1 DEVELOPMENT AND REVIEW OF OPERATIONAL DOCTRINE

## 1 Purpose

1.1 This Standard Operating Procedure (SOP) provides details of the process to develop or review operational doctrine including SOPs.

## 2 Procedures

