



SafeWork NSW – Improvement notice

Notice No: **48625**

You must comply with this notice within the period specified. Failure to comply with this notice may incur a maximum penalty of \$50,000 for an individual and \$250,000 for a body corporate.

NOTICE ISSUED TO

Legal name of person/business or undertaking:

Fire And Rescue NSW

ABN

12 593 473 110

ACN

Date of issue

30.07.25

Business name/Trading as

Address

1 Amarina St greenacre

Postcode

2190

DETAILS OF CONTRAVENTION

Site location:

1 Amarina St greenacre

I, Kathleen Maltby
(insert inspector name)

reasonably believe on

25.07.25
(insert date)

at

1230 hms
(insert time)

That you:

☒ are contravening a provision; or

☐ have contravened a provision in circumstances that make it likely that the contravention will continue or be repeated of the:

Work Health and Safety Act 2011, section

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Work Health and Safety Regulation 2011, clause

BRIEF DESCRIPTION OF HOW THE PROVISION IS BEING OR HAS BEEN CONTRAVENED

Fire and Rescue NSW has failed as far as is reasonably practicable to consult with its workers in accordance with its own agreed procedure ie Work Health and Safety Consultation procedure & Final Health & Safety Comm. Hse Letter TOR document where quarterly meetings have not occurred of the health & safety Comm. Hse since Dec 2024 and only 1 meeting scheduled in 2025 - August

DIRECTIONS AS TO THE MEASURES TO BE TAKEN TO REMEDY OR PREVENT THE CONTRAVENTION OR LIKELY CONTRAVENTION (it is mandatory to comply with these directions)

You must as far as is reasonably practicable consult with workers in accordance with your own agreed procedure by ensuring:

1. quarterly meetings are scheduled & booked for 2025
2. A system is implemented to ensure that quarterly meetings are scheduled/Booked at the beginning of each year
3. A system is implemented to provide all the necessary resources (regarding staffing levels) at all times to ensure that meetings are held on a quarterly basis

RECOMMENDATIONS (if any) (it is not an offence not to comply with these recommendations)

In complying with direction about - work of practice work health and safety (WH&S) consultation cooperation and coordination - own WH&S Consultation Procedure & Final Work Health Committee letter TOR document

ISSUING INSPECTOR

Signature of inspector

Inspector's location

Inspector's contact number

Parramatta

THIS CONTRAVENTION MUST BE REMEDIED BEFORE

Date (DD/MM/YYYY)

20 / 08 / 25

SERVICE METHOD

☒ Delivered personally ☐ Email ☐ Post ☐ Left for a person at the workplace

☐ Left at the person's last known place of residence or business

Notice given to:

Relationship to person to whom notice is issued:

Assistant Commissioner

Copy of notice given to:

Relationship to person to whom notice is issued:

Chairman of Safety Committee

**INTERNAL REVIEW OF DECISION**

If a decision to issue an improvement notice was made by an inspector, an eligible person may apply for an internal review of that decision.

An eligible person is:

1. The person to whom the notice was issued.
2. A person conducting a business or undertaking whose interests are affected by the decision.
3. A worker whose interests are affected by the decision.
4. A health and safety representative who represents a worker whose interests are affected by the decision.

How does a person apply for a review of a decision?

The person must complete the form; Application for Internal Review and lodge it at SafeWork NSW before the date specified on the improvement notice for compliance has expired or 14 days, whichever is the lesser. There is no application fee.

The operation of the improvement notice is stayed (that is suspended) once the application for review of decision is lodged with SafeWork NSW. The stay remains in effect until a decision is made by SafeWork NSW and whichever of the following is earlier – an external review is applied for or 14 days have elapsed since the person became aware of SafeWork NSW's decision.

Please contact SafeWork NSW Governance and Appeals Unit on (02) 4724 4920 for an application form or visit safework.nsw.gov.au

What happens next?

Your application will be reviewed within 14 days unless additional information is required. You will receive written confirmation of the result of the internal review including the reasons for the decision.

EXTERNAL REVIEW

If a decision to issue an improvement notice was made by SafeWork NSW or SafeWork NSW has made a decision on internal review, an eligible person may apply to Industrial Relations Commission for an external review of the decision. An external review application must be made within 14 days of the decision first coming to the applicant's notice, or if the regulator is required by the Commission to give the person a statement of reasons, within 14 days after the day on which the statement is provided.

Please refer to safework.nsw.gov.au for more information on how to apply for an external review.

PRIVACY COLLECTION STATEMENT

This information is collected by SafeWork NSW for the purposes of the *Work Health and Safety Act 2011*. SafeWork NSW will use this information for the purposes of establishing and maintaining a database and to assist the SafeWork NSW inspectorate with their work. This information may also be made available to other government agencies.

You may apply to SafeWork NSW to access and correct any of your own personal information SafeWork NSW holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW Head Office, Locked Bag 2906, Lisarow, NSW 2252.

An inspector may make minor technical changes to this notice in certain circumstances. This does not change the validity of the notice.

DISPLAY OF NOTICE

This notice is issued under section 191 of the *Work Health and Safety Act 2011*. Section 210 requires that the person to whom an improvement notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the notice.