



# Commissioner's Orders

2020/16

12 August 2020

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**CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE**

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<b>PROCEDURES</b> .....	<b>2</b>
Memorandums of Agreement (MOU) and Other Agreements Framework and Guide .....	2
Enterprise Risk Management Guidelines .....	2
Delegations Manual .....	3
<b>NOTICES</b> .....	<b>4</b>
Regional North 3 Zone Office .....	4
508 West Tamworth .....	4
448 South Tamworth Fire Station .....	5
<b>AWARDS</b> .....	<b>6</b>
Meal, travelling and related allowances – Permanent Firefighters .....	6
Meal, travelling and related allowances – Tradespersons .....	9
Meal, travelling and related allowances – Retained Firefighters .....	11
<b>FIREFIGHTER NOTICES</b> .....	<b>13</b>
Promotions .....	13
New members appointed to Brigades .....	13
Appointment to Rank .....	14
Transfers .....	14
Separations .....	14
Retirements .....	14
Honorary List .....	14
<b>ADMINISTRATION AND TRADE NOTICES</b> .....	<b>15</b>
Separations .....	15

## PROCEDURES

### Memorandums of Agreement (MOU) and Other Agreements Framework and Guide

The [Memorandums of Agreement \(MOU\) and Other Agreements Framework and Guide](#) has been published on the intranet. The MOU and Other Agreements Framework and Guide outlines development principles and governance arrangements for MOUs and other agreements.

A list of current MOUs are published on the intranet and on the [MOU and Other Agreements Toolkit](#).

#### Key points

The MOU and Other Agreements Framework and Guide provides:

- Guidance on when an MOU is the appropriate mechanism for agreement between FRNSW and other parties.
- The process for development and what should be discussed and considered as part of the MOU or other agreement.
- Roles and responsibilities of relevant staff and units.
- A template to be used to develop MOUs and other agreements.

#### Who needs to read the plan?

All staff involved in the development of MOUs and other agreements.

#### Rescindment

The MOU and other Agreements Framework and Guide is a new document and does not rescind other documents.

Contact Officer: David Pallot, A/Manager Governance 02 9265 2891

File Reference: FRN20/969

### Enterprise Risk Management Guidelines

The [Enterprise Risk Management Guidelines](#) are published on the [Risk Management Toolkit](#) and the intranet. These Guidelines support the FRNSW Risk Management Framework in the [Risk Management Policy](#).

#### Key points

The Enterprise Risk Management Guidelines provide guidance:

- In the identification, evaluation, and classification of risks in order to develop strategies to mitigate and reduce risk to the organisation.
- On when and why staff members must manage risks as part of any strategic, operational, and project-based activity, and to help inform decisions and prioritise actions.
- On the development of risk registers to identify and manage the uncertainties that could impact the achievement of objectives.

**Who needs to read the plan?**

All staff involved in the process of identifying, assessing, and managing enterprise risks in their own area, or at a strategic level.

**Rescindment**

This version of the Enterprise Risk Management Guidelines V5 rescinds the previous version - D19/45377.

*Contact Officer:* David Pallot, A/Manager Governance 02 9265 2891

*File Reference:* FRN18/931

**Delegations Manual**

A revised version of the [Delegations Manual \(Version 13\)](#) has been published on the [Delegations of Authority Toolkit](#) and the intranet. The Delegations Manual outlines the authorities to approve or action matters that have been delegated by the Commissioner to relevant staff across FRNSW.

**Key points**

This version of the Delegations Manual includes the following new and amended delegations:

- to authorise the recovery of debts through a contracted debt recovery agency (3.4)
- an administrative delegation to undertake internal privacy reviews (16.8)
- an administrative delegation for the signing of memorandums of understanding (16.9), and
- the authority to apply for and maintain environmental licensing requirements for the FRNSW Emergency Services Academy (16.10).
- additional delegates to determine and undertake internal reviews of Government Information Public Access applications
- additional delegates to extend firefighter probation periods, and
- reduce red tape on intrastate travel approvals to/from Canberra, Mildura, and Gold Coast airports

The financial delegations are now exclusive of GST.

This version includes a schedule of changes made within this version of the manual.

**Who needs to read the plan?**

All staff.

**Rescindment**

This version of the Delegations Manual rescinds Delegations Manual Version 12.

*Contact Officer:* David Pallot, A/Manager Governance 02 9265 2891

*File Reference:* FRN20/1157

## NOTICES

### Regional North 3 Zone Office

The address for the Regional North 3 Zone Office has changed. The new address is:

Street address: 448 South Tamworth  
Fire and Rescue NSW  
13 The Ringers Road  
HILLVUE NSW 2340

Postal address: 13 The Ringers Road  
HILLVUE NSW 2340

Telephone: (02) 5732 8400

Facsimile: (02) 9166 6313

*Contact Officer: Superintendent Alan Cooper, Zone Commander, Regional North 3  
(02) 5732 8400 or 0400 440 100*

*File Reference: FRN/ FRN20/2374-001*

### 508 West Tamworth

508 West Tamworth Fire Station was closed on 24<sup>th</sup> July 2020. All staff and equipment have been transferred to 448 South Tamworth.

*Contact Officer: Superintendent Alan Cooper, Zone Commander, Regional North 3  
(02) 5732 8400 or 0400 440 100.*

*File Reference: FRN/ FRN20/2374-001*

## 448 South Tamworth Fire Station

448 South Tamworth Fire Station became operational on 24<sup>th</sup> July 2020. The staffing complement is 452 Tamworth Permanent Firefighters and 508 West Tamworth Retained.

Street address: 448 South Tamworth  
Fire and Rescue NSW  
13 The Ringers Road  
HILLVUE NSW 2340

Postal address: 13 The Ringers Road  
HILLVUE NSW 2340

Telephone: (02) 5732 8448

Facsimile: (02) 9166 8510

Contact Officer: *Superintendent Alan Cooper, Zone Commander, Regional North 3  
(02) 5732 8400 or 0400 440 100.*

File Reference: *FRN20/2374-001*

## AWARDS

### Meal, travelling and related allowances – Permanent Firefighters

The Australian Taxation Office, Taxation Determination (TD 2020/5) advises that certain allowances have been adjusted, effective from 1 July 2020.

#### Permanent Firefighters

Pursuant to subclause 10.4.2.3 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2020*, the following rates are adjusted by administrative action for Permanent Firefighters.

The following items in Table 3 of the abovementioned Award should now read:

Item No	Clause	Description	Unit	On and from 1 July 2020
14	10.2.3 10.3.1.2 10.4.2.1	Meal allowance	Per meal	\$31.95
15	10.2.1 10.2.2 10.3.1.2 10.4.2.2	Refreshment Allowance	Per meal	\$16.00

Pursuant to subclause 26.8 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2020*, the new allowance rates have been adjusted for Permanent Firefighters.

The following items in Table 4 of the abovementioned Award should now read:

Item No	Clause	Description	Unit	On and from 1 July 2020	
1	16.5.2, 25.2.3 26.6.4, 26.6.5.3 29.6.5 29.8.1	Specified (Casual) Journey Rate (Dependent on Engine Capacity) 2601cc & over 1601 to 2600cc Under 1600cc	Per km	39.71 cents 37.13 cents 31.17 cents	
				Capital Cities and high cost country centres (see list in item 7)	Tier 2 and other country centres (see list in item 7)
4	26.3.1.1	Breakfast	Per meal	\$28.70	\$25.75
5	26.3.1.2	Lunch	Per meal	\$32.30	\$29.35

6	26.3.1.3	Dinner	Per meal	\$55.05	\$50.65
7	26.4.1	Accommodation first 35 days (includes all meals) - Capital Cities  - High Cost Country Centres	Per day   Per day	\$324.45 Sydney \$293.45 Adelaide \$311.45 Brisbane \$304.45 Canberra \$356.45 Darwin \$283.45 Hobart \$309.45 Melbourne \$316.45 Perth  \$271.45 Bathurst \$281.45 Bega \$301.45 Bourke \$280.45 Broken Hill \$276.45 Coffs Harbour \$276.45 Gosford \$286.45 Mudgee \$284.45 Muswellbrook \$310.45 Newcastle \$326.45 Norfolk Island \$291.45 Orange \$297.45 Port Macquarie \$275.45 Queanbeyan \$280.45 Wagga Wagga \$291.45 Wollongong \$268.75 Bathurst \$278.75 Bega \$272.75 Broken Hill \$270.75 Coffs Harbour \$272.75 Queanbeyan	

	26.4.1	- Tier 2 Country Centres   - Other Country Centres	Per day   Per day	\$260.15 Albury \$260.15 Armidale \$260.15 Cobar \$260.15 Cooma \$260.15 Cowra \$260.15 Dubbo \$260.15 Goulburn \$260.15 Grafton \$260.15 Griffith \$260.15 Gunnedah \$260.15 Lismore \$260.15 Nowra \$260.15 Tamworth \$260.15 Tumut  \$240.15	
8	26.4.2	Actual Necessary Expenses – all locations	Per day	\$20.40	
9	26.4.3	Accommodation – after first 35 days and up to 6 months	Per day	50% of the appropriate location rate	

10	26.5	Government Accommodation - Incidental Expenses – all locations	Per day	\$20.40
11	26.6.5.4 29.8.4	Official Business Rate (Dependent on Engine Capacity) 2601cc and over 1601 to 2600cc Under 1600cc	Per km	111.98 cents 103.47 cents 74.74 cents

*Contact Officer:*        *Stuart McMartin, Senior Employee Relations Officer, 9265 2954*

*File Reference:*        *FRN18/2112*

## Meal, travelling and related allowances – Tradespersons

The Australian Taxation Office, Taxation Determination (TD 2020/5) advises that certain allowances have been adjusted, effective from 1 July 2020.

### Tradespersons

Pursuant to sub-clause 25.1.5 of the *Crown Employees (Fire & Rescue NSW Tradespersons) Award 2019*, meal, accommodation, and incidental allowances have been adjusted as follows:

Item No	Description	Unit	On and from 1 July 2020	
			Capital Cities and high cost country centres (see list in item 4)	Tier 2 and other country centres (see list in item 4)
1	Breakfast	Per meal	\$28.70	\$25.75
2	Lunch	Per meal	\$32.30	\$29.35
3	Dinner	Per meal	\$55.05	\$50.65
4	Accommodation first 35 days (includes all meals) - Capital Cities	Per day	\$324.45 Sydney \$293.45 Adelaide \$311.45 Brisbane \$304.45 Canberra \$356.45 Darwin \$283.45 Hobart \$309.45 Melbourne \$316.45 Perth	
	- High Cost Country Centres	Per day	\$271.45 Bathurst \$281.45 Bega \$301.45 Bourke \$280.45 Broken Hill \$276.45 Coffs Harbour \$276.45 Gosford \$286.45 Mudgee \$284.45 Muswellbrook \$310.45 Newcastle \$326.45 Norfolk Island \$291.45 Orange \$297.45 Port Macquarie \$275.45 Queanbeyan \$280.45 Wagga Wagga \$291.45 Wollongong	

Item No	Description	Unit	On and from 1 July 2020
4	- Tier 2 Country Centres	Per day	\$260.15 Albury \$260.15 Armidale \$260.15 Cobar \$260.15 Cooma \$260.15 Cowra \$260.15 Dubbo \$260.15 Goulburn \$260.15 Grafton \$260.15 Griffith \$260.15 Gunnedah \$260.15 Lismore \$260.15 Nowra \$260.15 Tamworth \$260.15 Tumut
	- Other Country Centres	Per day	\$240.15
5	Actual Necessary Expenses – All locations	Per day	\$20.40
6	Accommodation – after first 35 days and up to 6 months	Per day	50% of the appropriate location rate
7	Incidental Expenses	Per day	\$20.40

**Contact Officer:** *Stuart McMartin, Senior Employee Relations Officer 9265 2954*

**File Reference:** *FRN 20/1822*

## Meal, travelling and related allowances – Retained Firefighters

The Australian Taxation Office, Taxation Determination (TD 2020/5) advises that certain allowances have been adjusted, effective from 1 July 2020.

### Retained Firefighters

Pursuant to subclause 8.3.1.3 of the *Crown Employees (Fire and Rescue NSW Retained Firefighting Staff) Award 2020* the following items in Table 3 of the abovementioned Award should now read:

Clause	Description	Code	On and from 1 July 2020
8.2.3, 8.3.1.1 29.4.2	Meal allowance	MA	\$31.95
8.2.1 8.2.2 8.3.1.2	Refreshment Allowance	RA	\$16.00

Pursuant to subclauses 20.7 of the *Crown Employees (Fire and Rescue NSW Retained Firefighting Staff) Award 2020*, the following items in Table 5 of the abovementioned Award should now read:

Item No	Clause	Description	Unit	On and from 1 July 2020	
				Capital Cities and high cost country centres (see list in item 4)	Tier 2 and other country centres (see list in item 4)
1	20.2.1	Breakfast	Per meal	\$28.70	\$25.75
2	20.2.2	Lunch	Per meal	\$32.30	\$29.35
3	20.2.3	Dinner	Per meal	\$55.05	\$50.65

Item No	Clause	Description	Unit	On and from 1 July 2020
4	20.3.1	Accommodation first 35 days (includes all meals) - Capital Cities  - High Cost Country Centres	Per day  Per day	\$324.45 Sydney \$293.45 Adelaide \$311.45 Brisbane \$304.45 Canberra \$356.45 Darwin \$283.45 Hobart \$309.45 Melbourne \$316.45 Perth  \$271.45 Bathurst \$281.45 Bega \$301.45 Bourke \$280.45 Broken Hill \$276.45 Coffs Harbour \$276.45 Gosford \$286.45 Mudgee \$284.45 Muswellbrook \$310.45 Newcastle \$326.45 Norfolk Island \$291.45 Orange \$297.45 Port Macquarie \$275.45 Queanbeyan \$280.45 Wagga Wagga \$291.45 Wollongong
	20.3.1	- Tier 2 Country Centres  - Other Country Centres	Per day  Per day	\$260.15 Albury \$260.15 Armidale \$260.15 Cobar \$260.15 Cooma \$260.15 Cowra \$260.15 Dubbo \$260.15 Goulburn \$260.15 Grafton \$260.15 Griffith \$260.15 Gunnedah \$260.15 Lismore \$260.15 Nowra \$260.15 Tamworth \$260.15 Tumut  \$240.15
5	20.3.2	Actual Necessary Expenses – All locations	Per day	\$20.40
6	20.3.3	Accommodation – after first 35 days and up to 6 months	Per day	50% of the appropriate location rate
7	20.4, 29.3.3	Incidental Expenses	Per day	\$20.40

Contact Officer: *Stuart McMartin, Senior Employee Relations Officer, 9265 2954*

File Reference: *FRN 18/2112*

## FIREFIGHTER NOTICES

### Promotions

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#### Firefighter to Qualified Firefighter

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520925	A Brennan	04 January 2019
	<i>** Amendment to previous Commissioner's Orders 2020/08 **</i>	
906057	S Fenech	28 August 2020
906066	H Shaw	28 August 2020
906067	J Stokes	28 August 2020

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#### Recruit Firefighter to Firefighter

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907127	B Bell	25 July 2020
907128	B Bray	25 July 2020
907129	M Chapman	25 July 2020
907130	C Collins	25 July 2020
907131	S Dong	25 July 2020
907132	C McCarthy	25 July 2020
907133	E Hedges	25 July 2020
907176	T Keyser	25 July 2020
907137	M McLean	25 July 2020
907138	N O'Connor	25 July 2020
907139	M Pattison	25 July 2020
907140	P Proust	25 July 2020
907141	M Vetta	25 July 2020
907142	J Warner	25 July 2020
907143	R Wise	25 July 2020
907144	B Yeates	25 July 2020

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#### New members appointed to Brigades

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907404	J Bartle	Unanderra	20 July 2020
907408	M Sivyer	Terrigal	20 July 2020
907410	I Williams	Banora Point	22 July 2020
907411	H Wilkinson	Narooma	24 July 2020
907412	J Webster	Tumbarumba	25 July 2020
907416	G Orchard	Guyra	26 July 2020
907415	D Rafty	Carrington	27 July 2020
907418	R Johnston	Casino	27 July 2020
907424	C Bradtke	Warren	29 July 2020
907425	H Davidson	Guyra	29 July 2020
907422	S Flint	Temora	30 July 2020
907423	J Freinberger	Carrington	31 July 2020
907429	S Milne	Broken Hill South	31 July 2020
907426	C Hargreaves	Gundagai	01 August 2020
907427	J Sturt	Tumut	01 August 2020
907428	M Bugden	Cootamundra	01 August 2020

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**Appointment to Rank**


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904342	RetF L Coles	Deputy Captain	Rhodes	23 July 2020
900989	DCapt E Gerigk	Captain	Abermain	28 July 2020

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**Transfers**


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520493	RetF G Howard	Woolgoolga	to	Inverell	28 July 2020
904908	RetF J Kitchen-Gurney	Helensburgh	to	Mortdale	01 August 2020

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**Separations**


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6434	Supt E Salinas			02 August 2020
6149	SO L McCrory			03 August 2020
904803	RetF B Hagarty	Wingham		24 June 2020
906966	RetF B Bannister	Yamba		03 July 2020
502021	RetF D Campbell	Wingham		08 July 2020
235024	RetF D Summerville	Bowraville		12 July 2020
283024	Capt G Bray	Denman		17 July 2020
230016	RetF R Hampshire	Bombala		20 July 2020
236015	DCapt S Hockey	Braidwood		21 July 2020
236016	Capt P McGrath	Braidwood		21 July 2020
263017	Capt C Reeks	Cooma		21 July 2020
903600	RetF J Penfold	South Tamworth		22 July 2020
907193	RetF K Lewis	Mount Victoria		23 June 2020
906452	RetF H Holmes	Narrabri		25 July 2020
521486	RetF C Towill	Nowra		26 July 2020
905818	RetF C Brown	Sawtell		14 August 2020

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**Retirements**


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5786	Supt A Scott			31 July 2020
5480	SO A Jenkins			01 August 2020
5875	SO P Robinson			12 August 2020
364006	Capt P Carter	Lithgow West		17 July 2020
520134	RetF M O'Brien	Wallerawang		08 May 2020

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**Honorary List**


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502021	RetF D Campbell	Wingham		09 July 2020
235024	RetF D Summerville	Bowraville		13 July 2020
283024	Capt G Bray	Denman		18 July 2020
364006	Capt P Carter	Lithgow West		18 July 2020
230016	RetF R Hampshire	Bombala		21 July 2020
236015	DCapt S Hockey	Braidwood		22 July 2020
236016	Capt P McGrath	Braidwood		22 July 2020
263017	Capt C Reeks	Cooma		22 July 2020
520134	RetF M O'Brien	Wallerawang		09 May 2020

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**ADMINISTRATION AND TRADE NOTICES****Separations**

<b>Service No.</b>	<b>Name</b>	<b>Position</b>	<b>Effective date</b>
30257	M David	Business Support Coordinator	14 August 2020

**Paul Baxter**  
**Commissioner**  
**12 August 2020**