



Commissioner's Orders

2024/17

28 August 2024

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POLICIES

Security clearances policy

The revised [Security clearances policy](#) has been approved and published on the [Counter Terrorism Planning](#) toolkit.

Key points

The *Security clearances policy*:

- lists the FRNSW roles authorised to have security clearances to access security classified resources
- sets out the responsibilities of holders of security clearances.

Who needs to read the policy?

Executive and Senior Leadership Team officers and senior managers should be aware of this policy.

Rescindments

This policy rescinds:

- *Security operations policy* (Version 01)
- Commissioner's Orders 2017-10, *Security operations policy*.

Contact Officer: Superintendent Trent Brown, Superintendent Hazmat and Counter Terrorism, 0447 208 241

File Reference: FRN17/209

Public Interest Disclosures Policy and Procedures

The revised [Public Interest Disclosures Policy and Procedures](#) has been published on the [Conduct](#) toolkit on the intranet.

Key points

The purpose of this policy is to inform all staff of the new protections provided to public officials who report serious wrongdoing under the new *Public Interest Disclosures Act 2022*, in effect from 1 October 2023. The legislative changes have been included in the revised policy which includes that all people leaders may receive and appropriately manage Public Interest Disclosures in the workplace.

Who needs to read the policy?

This policy needs to be read by all staff.

Rescindment

This policy rescinds the previous Public Interest Disclosures Policy and Procedures, Policy No. CS01-001 Version 03 – December 2017.

Contact Officer: Ruth Barlow, Director Professional Standards, 02 9265 3949

File Reference: WPS23/1169

Records Management Policy Update

The Records Management Policy has been published on the [Information and Records Management](#) toolkit on the intranet.

Key Points

The purpose of the Records Management Policy is to guide staff, including firefighters, administrative and trades staff, volunteers, contractors, consultants, and skill hire staff (contingent labour hire - administrative staff), to achieve recordkeeping compliance. Recordkeeping compliance is when full and accurate records of all activities and decisions of Fire and Rescue NSW (FRNSW) are created, managed, and retained or disposed of using the correct retention and disposal guidelines.

Particular attention is drawn to the following sections of the policy:

- Section 6.3 Recordkeeping Creation, Capture and Disposal Responsibilities
- Section 7.1 Clear Desk and Lock PC/Laptop Practice
- Section 7.2 Removable Media Handling
- Section 8 Records Management Networks
- Section 10 Monitoring, Reporting and Review³

Who needs to read the plan?

This policy needs to be read by all staff, volunteers, contractors, consultant and skilled hire staff (contingent labour hire)

Rescindment

This policy rescinds the Records Management Policy dated 22 May 2022.

Contact Officer: *Manager Records & Information Management, 02 9265 2891*

File Reference: *FRN20/1262-003*

FIREFIGHTER NOTICES

Appointments

Service No.	Name	Position	Effective date
6808	S Hirst	Area Commander Region South	26 August 2024

Promotions

Senior Firefighter to Leading Firefighter

8643	P Novotny		17 June 2024
8934	P Westwood		28 June 2024
900124	M Thompson		14 June 2024

Firefighter to Qualified Firefighter

901473	R Hopkins		07 April 2024
907569	L Hetherington		02 September 2024
908583	J Hobden-Welch		25 July 2024
908586	S Morgan		12 August 2024
908696	K King		29 August 2024
908702	T Watts		29 August 2024
908974	L Dench		09 January 2025
908985	M Webster		09 January 2025
909030	J McIlrath		13 February 2025
910052	R Clarkstone		31 July 2024

Recruit Firefighter to Firefighter

Amendment to Commissioners Orders 2024-16

908339	J Blakeney		08 August 2024
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New members appointed to Brigades

909346	D Setia	Denman	28 July 2024
910266	J King	Trangie	04 August 2024
909525	E Lockwood	Wyoming	05 August 2024

905128	B Mortimer	Alstonville		06 August 2024
910258	J Wilson	Goonellabah		05 August 2024
910280	E Smith	Urunga		07 August 2024
910267	H Edwards	Walgett		08 August 2024
910269	C Jacobson	Narromine		08 August 2024
910281	B Wighton	Inverell		09 August 2024
910277	C Everson	Yamba		13 August 2024
910265	B Mathias	Glenbrook		14 August 2024
910278	A Watts	Yamba		14 August 2024
910279	B Hawkins	Goonellabah		14 August 2024
910270	E Coleman	Cobar		15 August 2024
910272	T Parker-Ellis	Leeton		15 August 2024
910274	C Hannan	Mortdale		15 August 2024
910276	A Pope	Culcairn		15 August 2024
910282	R Robb	Trangie		15 August 2024
910271	B Williamson	Lawson		19 August 2024
910285	L Crozier	Stockton		19 August 2024
910283	T Lewis	Mortdale		20 August 2024
910286	S Johnstone	Mortdale		20 August 2024
910287	B Azzopardi	South West Rocks		21 August 2024
910289	N Delaney	Rutherford		21 August 2024

Transfers

902353	T MacKay	Macksville	to	Nambucca Heads	07 August 2024
909771	B Jones	Kingscliff	to	Banora Point	09 August 2024
909450	S Atkins	Unanderra	to	Balgownie	12 August 2024
906784	L Walker	Bundeena	to	Thirroul	13 August 2024
908627	E Stidwill	Thredbo	to	Wagga Wagga	13 August 2024
521141	C Sunderland	Lambton	to	Merewether	16 August 2024

Appointment to Rank

908643	N Pemberton	Deputy Captain	Minmi	05 August 2024
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Separations

909983	C Lappin	Kariong	16 July 2024
906035	H Peters	Merimbula	01 August 2024
910106	M Gillberg	Merimbula	02 August 2024
908843	H Doyle	Stockton	07 August 2024
909780	S Smith	Maclean	09 August 2024
910092	E Norris-Hardwick	Coonamble	09 August 2024

Retirements

6469	SO M Smith	Cronulla	03 September 2024
6986	SO D Dawes	Marrickville	22 August 2024
7608	SO I Dupen	Lakemba	06 September 2024
7850	SF N Trezona	Turvey Park	05 September 2024
8165	SF B Griffith	Queanbeyan	26 August 2024
8413	QF B Daly	Lambton	22 August 2024
9030	SF M Garbutt	Toronto	22 August 2024
521374	R Couchman	Nambucca Heads	01 August 2024
461004	H Privett	Thirroul	02 August 2024
520217	T Lang	Oberon	08 August 2024

Honorary List

521374	R Couchman	Nambucca Heads	02 August 2024
461004	H Privett	Thirroul	03 August 2024
520217	T Lang	Oberon	08 August 2024

ADMINISTRATION AND TRADE NOTICES

Appointments

Service No.	Name	Position	Effective date
907677	L Craig	Disability Inclusion and Engagement Officer	12 August 2024
907465	R Quinlivan	Systems Support Officer	12 August 2024
910263	A Tyler	Senior Asset Manager (Capital)	26 August 2024

Separations

909180	C Mammone	Events & Awards Coordinator	04 September 2024
908278	A Hurst	Manager Talent Acquisition	08 September 2024

Jeremy Fewtrell AFSM
Commissioner
28 August 2024