



Commissioner's Orders

2018/23

21 November 2018

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POLICIES

Finance Policies

A number of Fire and Rescue NSW financial policies have been reviewed by the Finance Directorate.

Revised Policies

The following policies have been approved by the Executive Director Finance, and re-issued with minor changes*:

- Accounting and Reporting Entity – Version 1.1
- Borrowings – Version 1.1
- Budgeting and Planning Management – Version 2
- Capital Expenditure Management – Version 2
- Chart of Accounts – Version 1.1
- Financial Instruments – Version 1.1

These policies rescind the previous versions of these policies as follows:

- Accounting and Reporting Entity – Version 1 - rescinded
- Borrowings – Version 1 - rescinded
- Budgeting and Planning Management – Version 1 - rescinded
- Capital Expenditure Management – Version 1 - rescinded
- Chart of Accounts – Version 1 - rescinded
- Financial Instruments – Version 1 - rescinded

* Note - minor changes are those that do not change the fundamental principles or requirements of a policy.

Rescinded Policies

The following policies have been approved for rescinding as they are now covered by other policies:

- Capitalisation of Expenditure Applicable to Intangible Assets Policy (Version 4.5) – rescinded by CG01-1024 Intangible Assets (Version 2)
- Capitalisation of Expenditure incurred on Property Plant and Equipment Policy (Version 4.4) – rescinded by Fixed Assets Policy (Version 1)
- Financial Delegations (Version 1) – rescinded by Financial Management Governance Policy (Version 1)

Contact Officer: Brian Lin, Director Financial Strategy, 9265 2951, and Ian Lister, Director Financial Operations, 9265 2845.

File reference: B18/1001

PROCEDURES

Multi-agency response to suspicious substance incidents – operational guide and procedure

Fire and Rescue NSW, NSW Ambulance and the NSW Police Force have updated the following documents:

- [Operational guide for multi-agency response to suspicious substance incidents](#) – August 2017
- [Multi-agency procedure for suspicious substance incidents](#) – August 2018

The purpose of the *Operational guide* is to provide response information for emergency services personnel who attend suspicious substance incidents. It identifies risk assessment considerations, threat level indicators and the various levels of agency response action to ensure timely and appropriate resolution of a suspicious substance incident.

The *Procedure* provides a checklist for use at incidents.

These documents are available on the [Suspicious substance incidents](#) toolkit on the intranet.

Key changes

The key changes to the *Operational guide* are:

- A new section on suspicious substance exhibit processes
- Guidance on transport of victims to hospital
- Requirement to notify SafeWork NSW if it is a reportable incident
- Personal protective equipment and clothing guidelines updated
- Updated references to agencies and contacts.

Rescindments

Publication of these documents rescinds the following:

- Operational guide for multi-agency response to suspicious substance incidents – September 2014
- Multi-agency procedure for suspicious substance incidents – September 2014
- In Orders 2008-15, Operational guide and multi-agency procedure for suspicious substance incidents.

Who needs to read these documents?

All Commanders must ensure that all crews are aware of the contents of these documents and incorporate them in station training.

Contact Officer: Superintendent Warwick Kidd, Manager Counter Terrorism and Strategic Security, 0407 237 321

File Reference: FRN14/3269

AWARDS

Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2017

Clause 16 Training Course Entitlements – Clarification

On 2 November 2018, Fire and Rescue NSW and the FBEU reached an agreement in the Industrial Relations Commission of NSW in the following terms:

The parties agree that:

(1) Clause 16 Training Course Attendance entitlements will be interpreted so that attendance at or participation in a training course, program, examination, assessment or similar (including seminar, conference, presentation) that is essential:

- (a) for progression and promotion; or
- (b) to attain or hold a specialist qualification that attracts a Clause 6 allowance; or
- (c) to apply for or perform, as determined by the Commissioner, a position or role

will be considered approved work time and paid accordingly pursuant to all of the provisions of the clause.

(2) Participation in a training course, program, seminar, conference, presentation, examination, assessment or similar that does not meet the criteria at point 1 will be unpaid and attract no other benefit pursuant to Clause 16 unless:

- (a) approval is granted by the Department for an employee to attend a course pursuant to subclause 15.3, in which case the employee will be entitled to all of the benefits of Clause 16, including subclause 16.10; or
- (b) the employer is directed to attend and/or undertake the training course, program, seminar, conference, presentation, examination or assessment in question, in which case the employee will be entitled to all of the benefits of Clause 16, including subclause 16.10; or
- (c) the Commissioner determines otherwise and specifies in the advertisement for the training course, program, seminar, conference, presentation, examination or assessment in Commissioner's Orders the benefits, if any, that will apply.

(3) The above agreement is without prejudice to either party regarding benefits, if any, that are payable for attending interviews.

Contact: Patricia Lenehan, Principal Strategist, Employee Relations, 9269 6449

GENERAL

2018-2019 Christmas/New Year Period

The NSW Department of Premier & Cabinet's Memorandum M2016-01 issued on 5 May 2016, advises NSW public sector agencies about public holidays and service delivery requirements for the three years 2016-2018.

The 2018 -2019 Christmas closedown period is from Monday 24 December 2018 – Friday 4 January 2019 inclusive.

All Administrative/Trades staff are encouraged to maximise the use of Recreational or Flex leave, wherever possible, ensuring front line services are maintained. Staff with excessive leave balances may be directed to take leave during this period. Managers must coordinate with their staff to ensure leave is maximised during this period.

Public Holidays

The public holidays are as follows:

- Tuesday 25 December 2018 Christmas Day
- Wednesday 26 December 2018 Boxing Day
- Thursday 27 December 2018 Public Service Holiday (Administration & Trades only)
- Tuesday 1 January 2018 New Year's Day

Public Service Holiday

The Public Service Holiday for Fire and Rescue NSW has been determined by the Commissioner as Thursday 27 December 2018.

Staff who are directed to work on that day are entitled to be absent from duty on one of the other working days between Boxing Day and New Year's Day without loss of pay.

Where staff are directed to work on all the working days between Boxing Day and New Year's Day, they are entitled to be paid overtime at the 'Public Holiday' rate for work performed on the Public Service Holiday, Thursday 27 December 2018.

Part time employees are entitled to be absent on the Public Service Holiday and receive ordinary pay if they would normally have worked on that day. Those who do not normally work on that day are not entitled to compensation.

Concessional Leave

For employees required to work during the closedown period and subject to industrial instruments and FRNSW's operational and staffing requirements, concessional leave will be available to eligible employees for the afternoon of 24 December 2018 (Christmas Eve).

To be eligible for concessional leave, employees must be required to be on duty that morning and must work half the standard full-time daily hours for the employee's category of employment.

Eligible employees who are directed to remain on duty for the full day on Christmas Eve are entitled to a half-day's concessional leave on the afternoon of 31 December 2018 (New Year's Eve).

Provisions for the granting and taking of concessional leave are set out in the *Public Service Industrial Relations Guide*, 6.4 Concessional Leave.

Contact Officer: *HR Payroll Help Desk*
 (02) 9265 3900

File reference: *FRN15/928.*

FIREFIGHTER NOTICES

Vacancies

All current firefighter vacancies may be accessed via the [Internal Jobs Board](#) and applications must be completed online by following the links provided. For any technical assistance in submitting your application via I Work for NSW please contact I Work for NSW Support on 1800 562 679.

Online applications must include a brief cover letter, resume and address the two targeted questions.

Chief Superintendent (GSA)

Applications are invited from officers holding the rank of Superintendent or Inspector for the role of Chief Superintendent.

Inquiries: Assistant Commissioner Roger Mentha on 0408860800

Closing Date: 19 December 2018

Taleo Reference: 00006N3F

Superintendent x 3 (GSA)

Applications are invited from officers holding the rank of Inspector for ongoing various Superintendent positions.

Inquiries: Chief Superintendent David Lewis on 0407436017

Closing Date: 19 December 2018

Taleo Reference: 00006MF4

Operational Inspector Relieving x 4

Applications are invited from officers holding the rank of Inspector and Leading Station Officer for the role of Operational Inspector Relieving (4 positions), based in the GSA and working Special Roster

Inquiries: Superintendent Graham Kingsland on 02 97427391

Closing Date: 19 December 2018

Taleo Reference: 00006M9F

Duty Commander MW3

Applications are invited from officers holding the rank of Inspector and Leading Station Officer for the role of Duty Commander MW3, Katoomba, Metropolitan Operations.

Inquiries: Superintendent Selwyn Mathias on (02) 4782 2568 or mobile 0417 411 306

Closing Date: 19 December 2018

Taleo Reference: 00006MOA

Appointments

Service No.	Name	Position	Effective date
6860	R Mentha	Assistant Commissioner Operational Capability	25 October 2018
6113	P Morrison	Bushfire Officer, OS2	12 November 2018
7879	M Hankin	Training Officer Operational Communications, OS2	14 November 2018
8827	G Faine	Training Officer Rescue/BLS, OS2	26 October 2018

Promotions

Leading Station Officer to Inspector

6763	P Church	18 May 2018
6886	P Collis	28 May 2018
7001	M Johnstone	25 June 2018
7576	G Wright	10 May 2018
8019	P Cleary	10 May 2018
8253	C Wallace	11 April 2018
8405	D Tchappat	14 May 2018

Firefighter to Qualified Firefighter

901298	J Griffin	02 December 2017
904250	A Poole	11 August 2017
904571	N Danks	26 May 2018

The promotion of 901732 M Cottingham published in the Commissioner's Orders 2018/22 should have read:

901732	M Cottingham	15 November 2017
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Qualified Firefighter to Senior Firefighter

Class 19

901885	T Broinowski	05 June 2018
901901	M Maizey	11 September 2018
901902	G Delves	05 June 2018
901919	D Kiely	11 September 2018
901952	B Dent	05 June 2018
902628	C Russell	04 June 2019
903393	D Gelder	24 July 2019

New members appointed to Brigades

906248	J Tokotokowalu	Toukley	10 October 2018
906279	M Cenzato	Wellington	29 October 2018
906295	D Lorusso	Doyalson	29 October 2018
906278	J Mackay	Delroy	29 October 2018

906277	L Wright	Denman	29 October 2018
906275	P Murphy	Broken Hill	30 October 2018
906280	L Ward	Coonamble	30 October 2018
906281	L Hinchcliffe	Helensburgh	31 October 2018
906282	J Whittle	Delroy	31 October 2018
906296	L Reid	Tocumwal	05 November 2018
906300	T Walker	Doyalson	05 November 2018
906276	R Watts	Scarborough	05 November 2018
906297	J Bryant	South Grafton	07 November 2018
906291	A Jackson	Charlestown	09 November 2018
906299	J Sivewright	Leura	12 November 2018
901985	M Liebregts	Teralba	13 November 2018
906303	L Duffy	Thirroul	14 November 2018
906319	R Brown	Tumbarumba	15 November 2018

Appointment to Engine Keeper

900027	RetF J Willmott	Mudgee	26 October 2018
345033	RetF C Quinn	Mudgee	26 October 2018

Appointment to Rank

520439	DCapt E Melleuish	Deputy Captain	Saratoga	29 October 2018
904180	DCapt A Bourke	Deputy Captain	Nyngan	01 November 2018
905285	DCapt P Hatzl	Deputy Captain	Broken Hill	05 November 2018

Transfers

902011	RetF T Cairnduff	Bowral	to	Orange	02 November 2018
905787	RetF J Victor	The Entrance		Terrigal	12 November 2018
904915	RetF E Dean	Delroy		Queanbeyan	25 November 2018

Separations

904304	RetF I Eccles	Byron Bay	04 September 2018
392025	DCapt G Chapman	Muswellbrook	21 September 2018
522204	RetF S Longbottom	Weston	09 October 2018
905206	RetF R Fielding	Wauchope	29 October 2018
521818	RetF D Haigh	Minmi	29 October 2018
905110	RetF S Moore	Toukley	29 October 2018
901833	RetF R Howe	Harden	31 October 2018
522221	Capt R Hall	Weston	08 November 2018

Retirements

5811	SF P Morton		01 November 2018
6405	SF B Stokeld		09 November 2018
7549	QF M Vesperman		09 November 2018
466016	RetF W Kellam	Sawtell	16 October 2018

227010	RetF R Costello	Blayney	04 November 2018
202040	RetF R Gallagher	Cessnock	09 November 2018

Honorary List

392025	DCapt G Chapman	Muswellbrook	22 September 2018
466016	RetF W Kellam	Sawtell	17 October 2018
227010	RetF R Costello	Blayney	05 November 2018
202040	RetF R Gallagher	Cessnock	10 November 2018

ADMINISTRATION AND TRADE NOTICES**Appointments**

Service No.	Name	Position	Effective date
905812	A Scrusse	Fleet Project Officer	30 October 2018

Separations

Service No.	Name	Position	Effective date
905797	S. Kelly	Community Diversity Officer	31 August 2018
901481	G. Chapman	Manager Geographical Information Service	19 September 2018
903705	B. Hamilton	Engineer	28 September 2018
905784	T. Kelly	Senior Workforce Planner	02 November 2018
902356	E. Finnegan	Senior Project Officer HR Advisory	25 October 2018

Paul Baxter
Commissioner
21 November 2018