



Commissioner's Orders

2021/21

03 November 2021

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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POLICIES

Purchasing Card (PCard) Policy and Procedures

The updated [Purchasing Card Policy](#) and Purchasing Card Procedures have been published on the [Finance](#) toolkit on the intranet.

Key points

The Purchasing Card Policy addresses the responsibility for the proper management and administration of purchasing cards (PCard) within FRNSW and the responsibilities of the cardholders. The transaction limits have been aligned with Treasury Policy Paper 21-02 *Use and Management of NSW Government Purchasing Cards*.

The procedure provides guidelines on the internal approval process to obtain, use and manage Purchasing Card (PCard) issued to eligible employees.

PCards are issued to provide a payment facility to enable the secure purchase of goods and services in support of legitimate business expenses.

Who needs to read the plan?

The policy and procedure need to be read by all FRNSW employees issued with a PCard and those charged with authorising the issuance of a PCard and approving PCard transactions.

Rescindment

This policy rescinds:

NSW Government Corporate (Credit) Card – “The CCard Policy” Version 5.0 – Commissioner's Orders 2015/05

FRNSW CCard Procedures and Guidelines – In Orders 2010/02

Corporate Credit Card Management Policy – CG01-1014 – Commissioner's Orders 2015/05

This procedure rescinds FRNSW CCard Procedures and Guidelines – In Orders 2010/02.

Contact Officer: Ian Lister, Director Financial Operations, 02 9265 2845

File Reference: FRN19/569

AWARDS

Meal, travelling and related allowances

The Australian Taxation Office, Taxation Determination (TD 2021/6) advises that certain allowances have been adjusted, effective from 1 July 2021.

Permanent Firefighters

Pursuant to subclause 10.4.2.3 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2021*, 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 2021
14	10.2.3 10.3.1.2 10.4.2.1	Meal allowance	Per meal	\$32.50
15	10.2.1 10.2.2 10.3.1.2 10.4.2.2	Refreshment Allowance	Per meal	\$16.25

Pursuant to subclause 26.8 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2017*, 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 2021
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	40.07 cents 37.46 cents 31.45 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	\$29.20	\$26.15
5	26.3.1.2	Lunch	Per meal	\$32.85	\$29.85
6	26.3.1.3	Dinner	Per meal	\$56.00	\$51.50
7	26.4.1	Accommodation first 35 days (includes all meals) - Capital Cities - High Cost Country Centres	Per day Per day	\$336.65 Sydney \$295.65 Adelaide \$313.65 Brisbane \$306.65 Canberra \$358.65 Darwin \$285.65 Hobart \$311.65 Melbourne \$318.65 Perth \$285.65 Armidale \$279.65 Bathurst \$283.65 Bega \$303.65 Bourke \$290.65 Broken Hill \$282.65 Cobar \$286.65 Coffs Harbour \$283.65 Gosford \$282.65 Lismore \$293.65 Maitland \$297.65 Mudgee \$295.65 Muswellbrook \$323.65 Newcastle \$328.65 Norfolk Island \$284.65 Nowra \$294.65 Orange \$308.65 Port Macquarie \$277.65 Queanbeyan \$290.65 Wagga Wagga \$293.65 Wollongong	

	26.4.1	- Tier 2 Country Centres	Per day	\$262.10 Albury \$262.10 Cooma \$262.10 Cowra \$262.10 Dubbo \$262.10 Goulburn \$262.10 Grafton \$262.10 Griffith \$262.10 Gunnedah \$262.10 Inverell \$262.10 Narrabri \$262.10 Tamworth \$262.10 Taree \$262.10 Tumut
		- Other Country Centres	Per day	\$246.10
8	26.4.2	Actual Necessary Expenses – all locations	Per day	\$20.60
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	\$20.60
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	112.99 cents 104.40 cents 75.41 cents

Contact Officer: Stuart McMartin, Senior Industrial Relations Officer, 9265 2954

File Reference: FRN21/1200

Meal, travelling and related allowances

The Australian Taxation Office, Taxation Determination (TD 2021/6) advises that certain allowances have been adjusted, effective from 1 July 2021.

Retained Firefighters

Pursuant to subclause 8.3.1.3 of the *Crown Employees (Fire and Rescue NSW Retained Firefighting Staff) Award 2021* the following items in Table 3 of the abovementioned Award should now read:

Clause	Description	Code	On and from 1 July 2021
8.2.3, 8.3.1.1 29.4.2	Meal allowance	MA	\$32.50
8.2.1 8.2.2 8.3.1.2	Refreshment Allowance	RA	\$16.25

Pursuant to subclauses 20.7 of the *Crown Employees (Fire and Rescue NSW Retained Firefighting Staff) Award 2021*, the following items in Table 5 of the abovementioned Award should now read:

Item No	Clause	Description	Unit	On and from 1 July 2021	
				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	\$29.20	\$26.15
2	20.2.2	Lunch	Per meal	\$32.85	\$29.85
3	20.2.3	Dinner	Per meal	\$56.00	\$51.50

Item No	Clause	Description	Unit	On and from 1 July 2021
4	20.3.1	Accommodation first 35 days (includes all meals) - Capital Cities	Per day	\$336.65 Sydney \$295.65 Adelaide \$313.65 Brisbane \$306.65 Canberra \$358.65 Darwin \$285.65 Hobart \$311.65 Melbourne \$318.65 Perth
		- High Cost Country Centres	Per day	\$285.65 Armidale \$279.65 Bathurst \$283.65 Bega \$303.65 Bourke \$290.65 Broken Hill \$282.65 Cobar \$286.65 Coffs Harbour \$283.65 Gosford \$282.65 Lismore \$293.65 Maitland \$297.65 Mudgee \$295.65 Muswellbrook \$323.65 Newcastle \$328.65 Norfolk Island \$284.65 Nowra \$294.65 Orange \$308.65 Port Macquarie \$277.65 Queanbeyan \$290.65 Wagga Wagga \$293.65 Wollongong
	20.3.1	- Tier 2 Country Centres	Per day	\$262.10 Albury \$262.10 Cooma \$262.10 Cowra \$262.10 Dubbo \$262.10 Goulburn \$262.10 Grafton \$262.10 Griffith \$262.10 Gunnedah \$262.10 Inverell \$262.10 Narrabri \$262.10 Tamworth \$262.10 Taree \$262.10 Tumut
		- Other Country Centres	Per day	\$246.10
5	20.3.2	Actual Necessary Expenses – All locations	Per day	\$20.60
6	20.3.3	Accommodation – after first 35 days and up to 6 months	Per day	50% of the appropriate location rate

Item No	Clause	Description	Unit	On and from 1 July 2021
7	20.4, 29.3.3	Incidental Expenses	Per day	\$20.60

Contact Officer: Stuart McMartin, Senior Industrial Relations Officer, 9265 2954

File Reference: FRN21/1200

Meal, travelling and related allowances

The Australian Taxation Office, Taxation Determination (TD 2021/6) advises that certain allowances have been adjusted, effective from 1 July 2021.

Tradespersons

Pursuant to sub-clause 25.1.5 of the *Crown Employees (Fire & Rescue NSW Tradespersons) Award 2021*, meal, accommodation, and incidental allowances have been adjusted as follows:

Item No	Description	Unit	On and from 1 July 2021	
			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	\$29.20	\$26.15
2	Lunch	Per meal	\$32.85	\$29.85
3	Dinner	Per meal	\$56.00	\$51.50

Item No	Description	Unit	On and from 1 July 2021
4	Accommodation first 35 days (includes all meals) - Capital Cities	Per day	\$336.65 Sydney \$295.65 Adelaide \$313.65 Brisbane \$306.65 Canberra \$358.65 Darwin \$285.65 Hobart \$311.65 Melbourne \$318.65 Perth
	- High Cost Country Centres	Per day	\$285.65 Armidale \$279.65 Bathurst \$283.65 Bega \$303.65 Bourke \$290.65 Broken Hill \$282.65 Cobar \$286.65 Coffs Harbour \$283.65 Gosford \$282.65 Lismore \$293.65 Maitland \$297.65 Mudgee \$295.65 Muswellbrook \$323.65 Newcastle \$328.65 Norfolk Island \$284.65 Nowra \$294.65 Orange \$308.65 Port Macquarie \$277.65 Queanbeyan \$290.65 Wagga Wagga \$293.65 Wollongong
4	- Tier 2 Country Centres	Per day	\$262.10 Albury \$262.10 Cooma \$262.10 Cowra \$262.10 Dubbo \$262.10 Goulburn \$262.10 Grafton \$262.10 Griffith \$262.10 Gunnedah \$262.10 Inverell \$262.10 Narrabri \$262.10 Tamworth \$262.10 Taree \$262.10 Tumut
	- Other Country Centres	Per day	\$246.10
5	Actual Necessary Expenses – All locations	Per day	\$20.60
6	Accommodation – after first 35 days and up to 6 months	Per day	50% of the appropriate location rate

Item No	Description	Unit	On and from 1 July 2021
7	Incidental Expenses	Per day	\$20.60

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

File Reference: FRN21/1200

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 resume and address the two targeted questions.

Operational Support Inspector, Major Hazard Facility Liaison Officer External Secondment (Safe work NSW)

Applications are invited from officers holding the rank of Inspector, Leading Station Officer and Station Officer with 24 months experience at Station Officer rank. This is a second-round advertisement of this position.

Inquiries: Superintendent John Hawes, Fire Safety Infrastructure Liaison on 0429 420 401.

Closing date: 01 December 2021

Taleo reference: 00008KYU

Inspector, Duty Commander Regional North 2

Applications are invited from officers holding the rank of Inspector or Leading Station Officer for the position of Duty Commander Regional North 2. This is a first round advertisement of this position.

Inquiries: Zone Commander Greg Lewis, 0419 694 256.

Closing date: 01 December 2021

Taleo reference: 00008KPY

Operator Communication Centre, Alexandria x 6

Applications are invited from Permanent Firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter for the role of Operator Communication Centre Alexandria, Operational Communication. One of the positions is a readvertised position.

Inquiries: Inspector Stuart Mitchell, Response Coordinator on 0437 143 821.

Closing Date: 01 December 2021

Taleo Reference: 00008KZC

Operator Communication Centre, Newcastle x 4

Applications are invited from firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter (pursuant to 28.6.2 of the Crown Employees (FRNSW Permanent Firefighting Staff) Award 2020) for the role of Operator Communication Centre Newcastle, Operational Communication. These are readvertised positions.

Inquiries: *Inspector Stuart Mitchell, Response Coordinator on 0437 143 821.*

Closing Date: *01 December 2021*

Taleo Reference: *00008KUK*

Alarms Assessment Officer, Operational Support Level 2

Applications are invited from firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter for the role of Alarms Assessment Officer, Fire Safety. This is a first round advertisement for this position.

Inquiries: *Stephan Netting, Manager Fire Safety Compliance on 02 9742 7315.*

Closing Date: *01 December 2021*

Taleo Reference: *00008K9Y*

Training Officer Appliance, Operational Support Level 2

Applications are invited from firefighters with at least 48 months service from the date of commencement as a Recruit Firefighter for the role of Training Officer Appliance, Education & Training. This is a first round advertisement for this position.

Inquiries: *A/Inspector John Dunn, Team Leader Appliance Training on 0407939173*

Closing Date: *01 December 2021*

Taleo Reference: *00008LB0*

Appointments

Service No.	Name	Position	Effective date
7777	R Weckert	Community Fire Unit Officer	22 October 2021

New members appointed to Brigades

908178	W Shaw	Merewether	10 October 2021
908172	D Martin	Oberon	13 October 2021

908175	L Ernst	Denman	13 October 2021
908174	J Fenech	Wingham	14 October 2021
908170	R Retallick	Culcairn	15 October 2021
908171	C Hodge	Barham	15 October 2021
908195	L McKenzie	Morpeth	19 October 2021
908180	N Church	Merewether	20 October 2021
908196	B Arndell	Macleay	20 October 2021
908202	T Aspinall	Kurri Kurri	21 October 2021
908174	C Kitchenham	Laurieton	22 October 2021
908176	S Hay	Moruya	22 October 2021

Appointment to Rank

302023	DCapt V Davy	Captain	Glen Innes	15 October 2021
520375	RetF M Kell	Captain	Coolamon	18 October 2021
906775	RetF N Atkinson	Deputy Captain	Umina	18 October 2021

Relinquishment of Rank

405022	DCapt C Ison	Retained Firefighter	Nowra	15 October 2021
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Transfers

522234	RetF W Koppel	Grafton	to	Uralla	21 October 2021
906045	RetF B Dingle	Coffs Harbour	to	Tumut	03 November 2021
901853	DCapt M Reid	Grenfell	to	Forbes	02 December 2021

Separations

907292	RetF L Gyory	Kingscliff	20 August 2021
908097	RetF T Thorner	Sawtell	23 September 2021
904710	RetF L Kelso	Turvey Park	24 September 2021
906742	RetF J Watters	Grafton	27 September 2021
219030	RetF B Tygh	Merimbula	16 October 2021
905404	RetF T Galli	Bega	18 October 2021
904995	RetF L Kristen	Albion Park	19 October 2021
904542	RetF P Asplin	Rhodes	20 October 2021
904334	RetF P Fisher	South Tamworth	25 October 2021

Retirements

6643	SF J Guinery		24 September 2021
904124	RetF I Morris	Broken Hill	27 August 2021
280008	DCapt P Schroder	Dubbo	13 October 2021

Honorary List

280008	DCapt P Schroder	Dubbo	14 October 2021
219030	RetF B Tygh	Merimbula	17 October 2021

ADMINISTRATION AND TRADE NOTICES

Appointments

Service No.	Name	Position	Effective date
901193	E Parker	Senior Investigation Officer	18 October 2021
908173	A Huynh	Engineer 1-2	18 October 2021
908148	A Ford	Senior Engagement Officer	18 October 2021
908153	V Khoo	Senior Management Accountant	25 October 2021
30813	T Beers	Help Desk Administrator	25 October 2021

Retirements

30239	L Barlow	Business Support Officer	03 November 2021
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Paul Baxter
Commissioner
03 November 2021