



Commissioner's Orders

2021/24

15 December 2021

CURRENT NATIONAL SECURITY ALERT LEVEL: PROBABLE

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POLICIES

COVID-19 Vaccination Requirements Policy

The [COVID-19 Vaccination Requirements Policy](#) (Version 02) has been published on the intranet.

Key points

This policy states FRNSW's COVID-19 vaccination requirements to provide a COVID-19 safe work environment for our people and to maintain capability and capacity for service delivery to the community.

Key points include:

- All new and existing firefighters, operational support personnel, administrative and trades personnel, and contractors, consultants, vendors and visitors who enter and/or work in FRNSW premises, locations or worksites are:
 - required to be vaccinated against COVID-19 with Therapeutic Goods Administration (TGA) approved vaccines by 0800 hrs 17 December 2021, and
 - required to provide evidence of their vaccination status by 2359 hrs on 16 December 2021.
- FRNSW workers who have a COVID-19 Vaccine Medical Contraindication Certificate from a medical practitioner, in the form approved by the NSW Chief Health Officer, are considered to have complied with the mandatory COVID-19 vaccination.

Who needs to read the policy?

All FRNSW workers, including firefighters, operational support personnel, administrative and trades staff, Community Fire Unit volunteers, Band members, consultants and contractors need to read and comply with this policy.

Rescindments

This policy rescinds:

- the *COVID-19 vaccination policy* (Version 01).
- Commissioner's Orders 2021-13, *COVID-19 vaccination policy*.

Contact Officer: *Derrick Oliver, Director Human Resources and Organisational Development, 02 2965 2800*

File Reference: *FRN21/646*

Asset Management Policy

A new FRNSW Asset Management Policy has been published on the [Asset Management toolkit](#) on the intranet.

Key points

The Asset Management Policy outlines the approach to ensure effective asset management across FRNSW in compliance with NSW Government policy and FRNSW strategy through clear accountabilities, integrated planning, active monitoring of asset performance and investment in capability across FRNSW. In this context “assets” refers to the organisation’s non-financial assets such as property, fleet, equipment and information and communication technology (ICT).

Who needs to read the policy?

This policy needs to be read by all FRNSW employees and contractors involved in asset management planning or activities related to the management of assets carried out either by FRNSW or an outsourced service provider for all non-financial assets recognised in FRNSW’s financial statements. These assets include but are not limited to land and buildings, plant and equipment, infrastructure, leased assets, works in progress, cultural and heritage collections, ICT systems, digital services and all FRNSW datasets.

Contact Officer: *Martin Hanlon, Director Strategy, Planning and Performance,
02 9265 3955*

File Reference: *FRN21/2829-002*

Skills Maintenance Policy & Procedures

The [Skills Maintenance Policy](#) and [Skills Maintenance Procedures](#) have been published on the intranet.

Key points

The Policy and Procedures set out FRNSW’s position on FRNSW firefighter skills maintenance. Key points include:

- New skills maintenance definitions;
- Identification of skills maintenance principles for firefighters;
- Maintaining skills maintenance currency; and
- Responsibility for the design and development of skills maintenance programs.

Toolkit

More information is available on Education and Training’s [Training Portal](#) on the intranet.

Who needs to read the policy?

All career and on-call firefighters need to read this policy.

Contact Officer: Conrad Walsh, Team Leader Skills Maintenance 0447 198 680
pdd@fire.nsw.gov.au

File References: D21/76043 (Policy)
D21/76045 (Procedures)

Station Training Program

The [Station Training Program Information Booklet](#) has been published on the intranet.

Rescinds: In Orders 1985/40 & 1994/11

Key points

The Information Booklet sets out FRNSW's new Station Training Program. Key points include:

- The STP is a skills maintenance training program that aids Station Commanders and firefighters with the planning and conduct of station-based training to maintain core firefighter skills and encourage professional development;
- Both the Station Training Program 2010 and monthly Drills through SPS, have been replaced with the new Station Training Program;
- STP 2021 has been designed to meet the contemporary needs of station-based skills maintenance training of all firefighters in order to sustain FRNSW capability;
- STP 2021 comprises 12 topics with 33 Drills. All Drills include a session plan to aid in the preparation of the Drill which includes references for further reading;
- Components of the new Station Training Program including:
 - Frequency and currency requirements;
 - Developing and updating STP Drills;
 - Contributing resources to STP Drills;
 - Recognition, recording completion, and reasonable adjustment; and
 - STP Drill summary and Learning Outcomes.

Training requirements

There has been no change to the minimum training requirements, they remain as follows:

Career firefighters: Station Commanders at permanent stations must ensure a minimum of 6hrs training per set of 4 shifts (DDNN) or 2 shifts (on the 24hr roster). This equates to 270 hours of training per year.

On-Call firefighters: Station Commanders at on-call stations must ensure a minimum of 4hrs of training per calendar month with a total of 48hrs per year.

In addition to the STP training requirements, all Station Commanders, in conjunction with Zone management, will prioritise the remaining training allocation to cover topics related to the specific needs and risks identified within the station area.

All Station Commanders are reminded that while some of the STP Drills cover topics that may relate to infrequent incidents in their station area, FRNSW must ensure that all firefighters are prepared and competent to respond safely to a diverse range of incidents and maintain their core firefighting skills, to be prepared for anything.

Toolkit

More information is available on the [Station Training Program](#) intranet page via the Training Portal.

Amendments

For any amendments, please use the [Continuous Improvement Form](#)

Who needs to read the policy?

All career and on-call firefighters need to read this information booklet.

*Contact Officer: Conrad Walsh, Team Leader Skills Maintenance 0447 198 680
pdd@fire.nsw.gov.au*

File Reference: D21/76046

PROCEDURES

SIMS rollover for 2022

SIMS calendars for 2022 have been developed and published to the [SIMS calendars](#) toolkit on the Intranet.

Who needs to read this instruction?

All firefighters and all Zone and Area Command staff.

Procedure for SIMS calendars

Hardcopies of SIMS calendars will be distributed to fire stations and to Zone offices for Duty Commanders. Alternatively, all SIMS calendars can be found on the [SIMS calendar](#) toolkit.

On 1st January 2021, SIMS calendars for 2021 should be removed from the SIMS board, or SIMS folder for those appliances that have one, and filed. SIMS calendars for 2022 should then be loaded into the SIMS board or folder.

Old SIMS calendars and other completed documents such as Defect Report sheets must be filed in the station for a period of seven years. Duty Commanders should file old SIMS calendars according to [Work instruction, SIMS for operational minor fleet](#). For more information, refer to the [Records Management Policy](#) and the procedures on the [Records management](#) toolkit.

Procedure for SIMS worksheets

Paper copies of SIMS worksheets revised during the year are being distributed with SIMS calendars. As soon as you receive new SIMS worksheets relevant to your appliance:

- Remove the old worksheets from the station SIMS board or folder.
- Replace them with the new worksheets.
- Old SIMS worksheets should be disposed of.

If you are missing any of the required worksheets for your appliance, download them from the [SIMS equipment worksheets](#) toolkit, print them out, and post them on your SIMS board.

SIMS contact

If you have any queries about SIMS documentation for 2022, contact Equipment Logistics on (02) 9742 7174, (Pabx) 7555, or email EquipmentLogistics@fire.nsw.gov.au

Contact Officer: Michael Harvey, Manager Equipment Logistics (02) 9742 7174

File Reference: FRN13/2266

TRAINING

2022 Urban Search and Rescue (USAR) Category 2 Rescue Technicians' course

Addendum to Commissioner's Orders 2021-23, 'Training: 2022 Urban Search and Rescue (USAR) Category 2 Rescue

Technicians' course'.

Please email DARTTraining@fire.nsw.gov.au to request an information pack for the course. This pack includes application information.

Applications have been extended and now close on Monday 24 January 2022.

Contact Officer: Superintendent Joshua Turner, Natural Disasters and Humanitarian Response 02 92652829

File Reference: FRN20/1586-003

NOTICES

2021-2022 Christmas/New Year Period

The NSW Department of Premier & Cabinet's Memorandum M2019-03 issued on 14 October 2019, advises NSW public sector agencies about public holidays and service delivery requirements for the years 2019-2022.

The 2021-2022 Christmas closedown period is from Monday 27 December 2021 – Friday 7 January 2022 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:

- Saturday 25 December 2021 Christmas Day
- Sunday 26 December 2021 Boxing Day
- Monday 27 December 2021 Additional Day for Christmas Day
- Tuesday 28 December 2021 Additional Day for Boxing Day
- Wednesday 29 December 2021 Public Service Holiday (Administration & Trades only)
- Saturday 1 January 2022 New Year's Day
- Monday 3 January 2022 Additional Day for New Year's Day

Public Service Holiday

The Public Service Holiday for Fire and Rescue NSW has been determined by the Commissioner as Wednesday 29 December 2021.

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 Wednesday 29 December 2021.

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 Friday 24 December 2021 (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 Friday 31 December 2021 (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

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.

Academy Operations Officer, Operational Support Station Officer/ Operational Support Level 2

Applications are invited from Senior Firefighters with at least 36 months service at Senior Firefighter rank with FRNSW as of the closing date for applications. The successful applicant will be conditionally appointed as Operational Support Station Officer as per- (14.10.1 Crown Employees (FRNSW Permanent Firefighting Staff) Award 2021.) This is a third- round advertisement of this position.

Please note: This is third round advertising for this role and as a result it is only open to Senior Firefighters with at least 36 months service at Senior Firefighter rank with FRNSW as of the closing date for applications. The role description for this role is generic and the essential requirement – Must have at least 48 months of service from the date of commencement as a Recruit Firefighter is based on Operational Support Level 2 classification requirements. This essential requirement will not be considered for this recruitment action.

Inquiries: *Inspector Russell Turner, Team Leader Academy Operations on 0439 602 349.*

Closing Date: *12 January 2022*

Taleo Reference: *0000809B*

Alarms Assessment Officer, Operational Support Station Officer/ Operational Support Level 2

Applications are invited from Permanent Firefighters with at least 48 months service from the date of commencement as a Recruit Permanent Firefighter. Applicants holding the rank of Station Officer may be appointed as either an Operational Support Station Officer or Operational Support Level 2. Applicants holding the rank of Leading Firefighter will be appointed as an Operational Support Station Officer. All other applicants will be appointed as an Operational Support Level 2 (14.10 Crown Employees (FRNSW Permanent Firefighting Staff) Award 2021). This is a second- round advertisement of this position.

Inquiries: *Inspector Cameron Wheatley, Team Leader Fire Safety Alarms Assessment on (02) 9742 7306.*

Closing Date: *12 January 2022*

Taleo Reference: *0000805I*

Appointments

Service No.	Name	Position	Effective date
901763	K Pooley	Fire Research Officer	13 December 2021
8246	M Hreszczuk	Command Liaison Officer	11 February 2020
8640	A Piccone	Command Liaison Officer	14 February 2020
8557	J Morse	Team Leader Rescue Training	29 October 2019
8903	D Pridham	Team Leader Hazmat Counter Terrorism	30 June 2020
8074	C Wheatley	Team Leader Fire Safety	16 October 2019
9021	S Weston	Team Leader Simulation	10 November 2020
7476	R (Andrew) Foster	Coordinator Progression Promotion	01 February 2021
8164	J Dunn	Team Leader Appliance Training	20 July 2020
8905	C Walsh	Team Leader Skills Maintenance	03 July 2020
7389	G Lightfoot	Relieving Operational Inspector	26 May 2021
8383	C Kennis	Team Leader BA Hazmat Training	19 July 2021
7238	A Barber	Team Leader Fire Safety	28 April 2021
8241	N Chubb	Team Leader Firefighting Initial Training	06 April 2021

Promotions

Leading Station Officer to Inspector

8246	M Hreszczuk	24 May 2021
8640	A Piccone	11 June 2021
8557	J Morse	10 May 2021
8903	D Pridham	19 May 2021
8074	C Wheatley	25 June 2021
9021	S Weston	12 May 2021
7476	R (Andrew) Foster	12 June 2021
8164	J Dunn	11 May 2021
8905	C Walsh	01 August 2021
7389	G Lightfoot	25 July 2021
7238	A Barber	29 August 2021
8383	C Kennis	05 October 2021
8241	N Chubb	11 May 2021
7453	N Beattie	17 May 2021

Station Officer to Leading Station Officer

8246	M Hreszczuk	05 May 2020
8640	A Piccone	25 May 2020
8557	J Morse	23 August 2020
8903	D Pridham	24 August 2020
8074	C Wheatley	02 October 2020
9021	S Weston	26 February 2021
7476	R (Andrew) Foster	02 March 2021
8164	J Dunn	03 March 2021
8905	C Walsh	24 April 2021

Senior Firefighter to Leading Firefighter

521364	T Burton			22 June 2021
8723	T Cherry			18 June 2021
8966	N Goodwin			18 June 2021
9433	A Sarson			17 June 2021
9075	P Holdsworth			17 June 2021
8430	A Rowatt			16 June 2021
9158	J Howe			13 June 2021

Qualified Firefighter to Senior Firefighter

8363	J Smith			16 June 2021
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Firefighter to Qualified Firefighter

907033	T Wilder			03 February 2022
907028	H Smith			03 February 2022
906950	B Sutton			02 December 2021

New members appointed to Brigades

908262	G Lennon	Helensburgh		22 November 2021
908258	M Ford	Merrylands		23 November 2021
908279	H Govers	Helensburgh		24 November 2021
908286	D Hill	Laurieton		29 November 2021
908283	B Riley	Mittagong		01 December 2021
908284	B Seawright	Cootamundra		01 December 2021
908288	B Burden	Yass		01 December 2021
908296	L Bates	Helensburgh		01 December 2021
908290	S Slaven	Lithgow West		02 December 2021
908291	T Bayley	Singleton		02 December 2021
908289	J Aldridge	Lithgow West		06 December 2021
908292	N Penn	Bega		06 December 2021
908293	A Patterson	Laurieton		06 December 2021
908295	C Sharpe	Sawtell		06 December 2021
908297	D Kenman	Coraki		06 December 2021

Appointment to Rank

906025	RetF M Simmons	Deputy Captain	Oberon	29 October 2021
72066	DCapt W Jones	Captain	Merrylands	15 November 2021
906118	RetF R Turner	Deputy Captain	Maitland	26 November 2021
522136	RetF C Duff	Deputy Captain	Mulwala	01 December 2021
902744	RetF F Gyorfi	Deputy Captain	Barham	01 December 2021

Relinquishment of Rank

520085	DCapt P Ryan	Retained Firefighter	Albury Civic	14 November 2021
316042	DCapt D Snape	Retained Firefighter	Goonellabah	25 November 2021

Transfers

520653	RetF C Corby	Coolamon	to	Leeton	22 November 2021
904907	RetF B Burgidge	Glenn Innes	to	Grafton	27 November 2021
906900	RetF Z Cross	Charlestown	to	Tingira Heights	29 November 2021
903771	RetF P Norris	Maitland	to	Mudgee	06 December 2021
905863	RetF M Munns	Kandos	to	South Tamworth	30 December 2021
902413	RetF B Duncan	Lambton	to	Narrabri	02 January 2022

Retirements

6490	SO C Northey				02 December 2021
8385	SF M Lucas				03 December 2021
7041	SF A Johnson				10 December 2021

Separations

901185	RetF S Tapara	Richmond			26 July 2021
906242	RetF R Tikoft	Bathurst			28 July 2021
521386	RetF N Reed	Gilgandra			03 August 2021
906143	RetF S Kelly	Boorowa			25 October 2021
905472	RetF J McCormack	Tenterfield			09 November 2021
904726	RetF G Piggott	Lithgow West			12 November 2021
904727	RetF B Horner	Lithgow West			15 November 2021
521212	RetF C White	Condobolin			18 November 2021
900155	RetF J Waterson	Batemans Bay			21 November 2021
907573	RetF M Whieldon	Walgett			30 November 2021
906660	RetF J Gillespie	The Entrance			01 December 2021
234043	Capt J Arnot	Bowral			06 April 2020
234041	DCapt D Arnot	Bowral			06 April 2020

Honorary List

521386	RetF N Reed	Gilgandra			04 August 2021
521212	RetF C White	Condobolin			19 November 2021

ADMINISTRATION AND TRADE NOTICES

Appointments

Service No.	Name	Position	Effective date
28011	R Goldsmith	Senior Project Officer Learning Management Systems	26 November 2021
30262	S Kesar	QA Specialist Compliance & Audit	01 December 2021
908008	J Arabi Jallad	Administrative Support Officer	20 December 2021
908250	J Singh	Senior Project Officer Audit & Assurance	06 December 2021

Separations

28324	R O'Brien	Business Support Officer Regional South	08 December 2021
908116	K Wong	Mental Health and Wellbeing	03 December 2021

Paul Baxter
Commissioner
15 December 2021