

Commissioner's Orders



21 November 2012

2012/25

CURRENT NATIONAL SECURITY ALERT LEVEL: MEDIUM

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PROCEDURES

Arrangements for full or part change of shift

Revised [Arrangements for full or part change of shift](#) have been published on the Administration Policies page of the Intranet.

The full procedure sets out the conditions under which a permanent firefighter can arrange for another permanent firefighter to work for all or part of their rostered shift. The key points of the procedure are:

- The former restriction on the number of full or part changes of shift has been removed.
- Replacements must have similar qualifications required to meet the needs of the position being filled on the particular shift, eg rescue, hazmat, pumper or aerial operator qualifications.
- Duty Commanders can refuse applications for part or full change of shift if the replacement firefighter does not have the required qualifications.
- A full or part change of shift cannot be performed whilst on leave.
- No firefighter is permitted to work in excess of 16 hours straight, except in the case of a call to an incident or other emergency circumstances.
- Firefighters must have an 8 hour break between shifts.

This procedure rescinds In Orders 1997/21, *Arrangements for full or part change of shift*.

Contact Officer: Chief Superintendent Craig Brierley, Assistant Director Recruitment and Staffing, (02) 9265 2869

File Reference: FRN12/1288

Changes to ordering procedures

This instruction rescinds In Orders 2003/15, *Local purchase orders and request for purchase orders*, In Orders 2010/11, *Corporate stationery*, and In Orders 2010/17, *Corporate Stationery – Online internet ordering system*.

The upgraded ESCAT system is now in operation. Staff can purchase uniform, personal protective clothing and equipment and consumable items from a range of pre approved suppliers listed in the ESCAT catalogue.

A range of stationery products is also listed in the upgraded catalogue. All previous ordering methods for stationery including online accounts outside the ESCAT system are no longer available.

Any non-catalogue requests should be submitted using the 'Request for Purchase Order' function available within ESCAT.

The paper based Local Purchase Order (LPO), Issue Voucher and Request for Purchase Order (RFPO) forms are no longer to be used for purchasing goods and services. Stations and business units are required to remove all unused orders from the LPO and RFPO books and destroy them. Used forms must be retained by the station or business unit for audit purposes for a period of 7 years from the signature date on the order. Zone/Area Offices may choose to collect these and store them on behalf of stations.

The upgraded ESCAT system can be accessed within the Employee Self Services Portal. To access the ESCAT support resources [click here](#).

Contact Officer: Guy Tesoriero, Assistant Director Contracts and Supply,
(02) 9742 7441
File Reference: SUP/00251

Minor Fleet Functional Requirement Specification

The [Minor Fleet Functional Requirement Specification](#) has been updated and published on the [Minor Fleet](#) page of the Logistics intranet site.

The updated document provides the Directors of Metropolitan and Regional Operations the option to allocate AWD Wagons in lieu of other vehicle types. This will only be considered if there is a business need which is clearly articulated in a business case.

Contact Officer: Peter Fanning, Assistant Director Fleet, (02) 9742 7479
File Reference: CHO/02275

PERMANENT FIREFIGHTERS NOTICES

Appointments

The following appointments are subject to the provisions of the Industrial Relations Act 1996. In some cases appointments may not be appealable. The 21 day period for any appeal commences on the date of this Commissioner's Orders.

Position	No.	Name	Date of Decision	Maximum Fortnightly Salary \$	Actual Fortnightly Salary at Date of Decision
Station Officer Dubbo, RW1	5916	M Weir	31/10/12	3620.42	3606.46
Station Officer Turvey Park, RS3	7240	J Edwards	26/10/12	3375.08	3361.12

Promotions

Senior Firefighter to Leading Firefighter

20 September 2012

8383	C Kennis	8331	D Adam
8530	D O'Dea	7990	M McGlenchy
8139	P Farquarson	8022	M Liddle
8284	S McIntosh	8535	P Midavaine
8502	L Arnold	8066	M Harrison
8529	G Howitt	8557	J Morse
8127	P Gillard	8440	J Allan
7914	D Absalom	7896	B Smythe
8334	A Borland	8095	J Covey
8405	D Tchappat	8212	D Nelson
8360	K Shield	8578	C Dascolias

Qualified Firefighter to Senior Firefighter

8996	B Martin	13 June 2012
9065	B Handcock	6 August 2012
9126	D Miller	29 September 2012
9149	R Nicoletti	10 November 2012
9158	J Howe	8 December 2012

Firefighter Level 2 to Qualified Firefighter

900863	A Soliatis	22 September 2012
900333	M Brandt	25 September 2012
900521	M Tye	25 October 2012
900717	A Barnard	1 November 2012

Firefighter Level 1 to Firefighter Level 2

900858 B Osmond 22 September 2012

Retirements

5240 SO P Johnston 16 November 2012
5413 SF A Hillard 16 November 2012

RETAINED FIREFIGHTERS NOTICES

New members appointed to Brigades

902280	M Flew	Batlow	30 October 2012
902285	S Rolfe	Young	30 October 2012
902286	S McIsaac	Young	31 October 2012
902287	M Tuart	Moree	31 October 2012
902283	W Goodfellow	Belmont	1 November 2012
902282	B Newton	Minmi	1 November 2012
902281	B Cusack	Tea Gardens	2 November 2012
902288	C Quodling	Cooma	2 November 2012
902284	B Daly	Blackheath	5 November 2012
902289	G Inches	Jindabyne	5 November 2012
902290	J Moore	Merimbula	7 November 2012
902292	A Haigh	Merimbula	8 November 2012
902294	G Stevens	Katoomba	10 November 2012
902299	Z Kinnear	Mullumbimby	12 November 2012
902300	B Cook	Merewether	14 November 2012
902301	A Coughran	Tenterfield	14 November 2012
902298	M Logan	Charlestown	14 November 2012
902295	W McGowan	Wauchope	14 November 2012
902296	T Sproule	Kempsey	14 November 2012

Appointed to Ranks

521551	RetF J Rushton	Narrabri	Deputy Captain	17 August 2012
900596	RetF J Anderson	Narrabri	Deputy Captain	17 August 2012

These appointments are subject to the provisions of the Industrial Relations Act 1996. The 21 day period for appeal commences from the date of this Commissioner's Orders.

Transfers

520551	RetF S King	Kelso	to	Parkes	8 September 2012
522220	RetF A Viner	Gunnedah		Dungog	8 November 2012

Resignations

901401	RetF A Foley	Bowraville	30 July 2012
235013	Capt G Townley	Bowraville	15 September 2012
521278	RetF D Flack	Macksville	1 October 2012
901056	RetF J Shoesmith	Laurieton	3 October 2012
901228	RetF M Anderson	Narrabri	11 October 2012
395029	RetF M Gough	Merimbula	31 October 2012
521929	RetF W Taylor	Bellingen	31 October 2012
521095	RetF B Adamson	Gunnedah	1 November 2012
267031	RetF P Gwynne	Coraki	2 November 2012
229030	RetF J McKenchnie	Boggabri	2 November 2012
902176	RetF M Rodriguez	Mittagong	2 November 2012
421036	RetF B Madgwick	Picton	4 November 2012
901503	RetF N Tevaga	Morisset	5 November 2012
901658	RetF K Pressley	Saratoga	6 November 2012

Transferred to Honorary List

235013	Capt G Townley	Bowraville	16 September 2012
267031	RetF P Gwynne	Coraki	3 November 2012
229030	RetF J McKenchnie	Boggabri	3 November 2012

Greg Mullins AFSM
Commissioner
21 November 2012