

# Commissioner's Orders



26 August 2015

2015/17

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## CURRENT NATIONAL SECURITY ALERT LEVEL: HIGH

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The Commissioner records with regret the death of 901920 Firefighter Drew Cullen, of 73 Station Fairfield on 11 August 2015

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## POLICIES

### Operational debrief

The revised *Operational debrief policy* has been published on the Intranet.

#### Key points

1. Operational debriefs provide a forum in which to discuss and review what happened at incidents, so that we can learn and improve.
2. Operational debriefs should be held after all incidents, and may also be held for exercises and major events.
3. Procedures, guidance and supporting resources for conducting debriefs are available on the *Operational Debriefs toolkit*.

#### Who needs to read this policy?

All firefighters and officers need to read this policy as they will be involved in or conduct debriefs. Other staff should be aware of this policy, as a debrief may lead to suggestions for improvement in their area of responsibility.

#### Rescindments

This policy rescinds:

- In Orders 2004/15, *Operational debriefs*
- Standard Operational Guideline 17.2, *Operational analysis (post incident)*.

*Contact Officer:*        *Superintendent Warwick Kidd, Manager Operational Improvement,  
(02) 9318 4406*

*File Reference:*        *FRN14/3006*

## Working with Children

The Workplace Standards Branch has recently developed the *Working with children policy* which has been published on the intranet.

## Key points

This policy:

- Provides guidance whilst undertaking activities where they are required to interact with children under the age of 18 when working in FRNSW premises, at schools, hospitals or in other community settings.
- Provides advice on activities involving children.
- Reporting children at risk.

## Who needs to read this policy?

The Working with children policy applies to all staff.

**This policy rescinds:**

- In Orders 2003/5, Children Wearing helmets.
- In Orders 2005/22, *Occupational health and safety training.*

*Contact Officer: Assistant Director Workplace Standards, Jennifer Williamson  
(02) 9265 2826*

*File Reference:* *FRN14/2785*

## PROCEDURES

### Standard Operational Guideline (SOG) 4.17 – Gaseous fire suppression systems

The following documents have been published on the Intranet:

- SOG 4.17 *Gaseous fire suppression systems* (Version 01).
- SOG 4.17 *Gaseous fire suppression systems* (Version 01) check sheet.

#### Key points

- This instruction provides guidance for firefighters at incidents where a Total Flooding Gaseous Fire Suppression System has activated.
- The main hazard for firefighters is an oxygen-depleted atmosphere caused by the activation of the system.
- Unless there is life at risk, firefighters must wait outside the compartment for the hold time (around 15 minutes) to allow the gas to fully discharge and have the opportunity to extinguish the fire.
- Firefighters must wear breathing apparatus when inside a compartment until the atmosphere is safe.
- A *Gas fire suppression systems* toolkit is available on the intranet. It includes a *video* outlining a recent incident involving a gas fire suppression system at the Australian Museum.

#### 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.

#### Updating folders

If your station maintains an A4 SOG folder, print out the SOG and file it in the folder. Make an entry in the Occurrence Book.

The check sheets will be printed and distributed in hard copy in due course, for filing in the A5 SOG check sheet folder carried on appliances. In the meantime, you can print out temporary A5 check sheets and file them in the A5 folder. There are instructions on *printing temporary SOG check sheets* on the intranet. You can also print and file the updated *check sheet folder contents*.

*Contact Officer:* Superintendent Paul Johnstone, Capability Manager Hazmat,  
(02) 9318-4423

*File Reference:* FRN15/1085

## GENERAL

### The 'Have Your Say' Employee Engagement Survey

#### Who needs to read this?

All FRNSW staff.

#### Background

Respect is a core value of FRNSW. This means we always treat each other, our partners, stakeholders and recipients of our services with respect and fairness while recognising and accepting the differences, wishes, rights, feelings and value of others. For our workplaces to be based on respect, we need to look after our employees and make sure they feel motivated, engaged and well-informed. This will ensure that they are able to provide the highest levels of service and contribute to the long term growth and success of FRNSW. This in turn leads to safer communities.

There are many initiatives aimed at listening to, and acting on, employee feedback to make FRNSW a great place to work. For example the Be Heard campaign, changes to the Retained Award, Performance Partnering and the Commissioner's Participative Council contribute to the growth and success of FRNSW.

At the Emergency Management conference held in June this year, Area, Zone and Duty Commanders raised employee engagement and leadership as key focus areas for FRNSW. In particular, we heard that increased employee and station engagement through regular high quality conversations about performance (performance partnering) are important and contribute to operational excellence.

For these reasons the Commissioner and Executive Leadership Team are committed to increasing employee engagement at FRNSW.

Engagement refers to the psychological connection employees feel to their jobs. It goes beyond job satisfaction to reflect how invested and connected employees feel in the success of their teams and their organisation.

There are many benefits to increasing employee engagement. For example, employees who are engaged have:

- fewer safety incidents,
- better social networks,
- better communication and collaboration and
- are more creative and innovative.

FRNSW is committed to the 'Have Your Say' employee engagement survey as an ongoing opportunity for employees to identify issues and to help make positive changes in their workplace. The Commissioner and Executive Leadership Team will be taking the results very seriously. The results will be published and then discussed with various volunteers who will be sought to assist in developing solutions to any problems that are highlighted.

### **Who are Gallup and what is this survey?**

Gallup is an organisation that specialises in engagement surveys. They have been around for more than 70 years and are a known and trusted independent research organisation.

Their over 30 years of research on employee engagement has found that only 16 questions are needed to understand workplace engagement, inclusion and diversity. You will need to rank these 16 questions on a scale from strongly agree to strongly disagree. Even though the survey doesn't provide an opportunity to further elaborate we are holding focus groups to gain more in depth understanding.

### **Why should I participate?**

It's nice to hear good news, but we must also be ready to face up to any bad news, and then to do something about it. Gallup will present the results to the Commissioner and Executive Leadership Team and summary results will then be made available to all employees.

### **Is the survey confidential?**

Yes. Gallup administers the FRNSW "Have Your Say" survey according to strict confidentiality policies. Gallup will send you an email with your unique access code. This code protects your confidentiality. Gallup will never disclose your access code to FRNSW, nor will it give out any data individually affiliated with that code. At no time does Gallup share data with FRNSW or any other client in a way that would directly connect you to your responses or identify individuals.

### **When and how do I take the survey?**

You should have received an email from Gallup on the 24th August with a website link to participate in the survey and your unique access code, which you will need to enter to take the survey. Don't worry if you have lost or deleted the email – you can call the Gallup help desk (1800 230 809) and they will issue you with your access code.

The survey is accessible online 24/7 from work or home until the 20th September.

If you have any questions please contact Gallup via:

**Phone:** 1800 230 809

**Email:** [q12help@gallup.com](mailto:q12help@gallup.com)

**Where can you find more information on the survey?**

**Intranet:** [intranet/haveyoursay](#)

**Email:** [EmployeeEngagement@fire.nsw.gov.au](mailto:EmployeeEngagement@fire.nsw.gov.au)

*Contact Officer: Emma Campbell-Smith 0427 259 853*

## PERMANENT FIREFIGHTERS NOTICES

### Vacancies

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All current firefighter vacancies may be accessed via the *internal Jobs Board* and applications must be completed online by following the links provided.

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

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#### Manager Equipment Logistics

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Applications are invited from officers holding the rank of Inspector for the role of Manager Equipment Logistics at Greenacre. (This is a readvertised role)

*Inquiries: Chief Superintendent Terry Farley, Assistant Director Operational Logistics, (02) 9742 7136*

*Closing date: 23 September 2015*

*Taleo reference: 00003V6K*

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#### Bushfire Officer

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Applications are invited from officers holding the minimum rank of Qualified Firefighter with 48 months service and above for the role of Bushfire Officer at Lidcombe.

*Inquiries: Superintendent Kim Reeson, Manager Bushfire, (02) 8741 4933*

*Closing date: 23 September 2015*

*Taleo reference: 00003V12*

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#### Operator, Communications Centre

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Applications are invited from officers holding the minimum rank of Qualified Firefighter with 48 months service and above for the role of Operator Communications Centre, Newcastle.

*Inquiries: Inspector Scott Rainnie, Relieving Inspector, Command Alexandria, (02) 9318 4802*

*Closing date: 23 September 2015*

*Taleo reference: 00003VFF*



## Promotions

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### Qualified Firefighter to Senior Firefighter

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**Class 11**

8511	J Federer	9 April 2015
9154	G Gilmour	20 October 2014
9334	M Frahm	20 May 2015
9339	C Hurley	26 May 2015
9452	J Scobie	29 January 2015
900127	M Foscholo	5 June 2015
900128	J Ferry	9 July 2015
901260	L Hume	15 June 2017

**Class 12**

9195	D Pye	24 February 2015
9202	D McKenna	2 July 2014
9310	S Richards	18 May 2015
900046	J Jones	1 May 2015
900131	J Hall	5 June 2015
520317	R Buesnel	23 April 2016

**Class 13**

9329	A Howard	23 April 2015
900037	C Threlfall	1 March 2015
900134	S Armstrong	5 June 2015
900340	C Dykstra	25 September 2015
900526	D Partridge	26 February 2016

**Correction**

The notice of promotion of C Wolley from Recruit Firefighter to Firefighter in Commissioner's Orders 2015/16 should have read:

904040	C Woolley	30 July 2015
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**Firefighter to Qualified Firefighter**

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902418	H Cook	22 July 2015
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## Separations

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**Retirements**

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5945	SF G Lendrum	22 August 2015
5415	SO B Hitchcock	14 August 2015
6057	SO D Ebbels	14 August 2015
6296	SO K West	14 August 2015
5544	SO M Kelly	14 August 2015

## RETAINED FIREFIGHTERS NOTICES

### New Members appointed to Brigades

904310	K Cowan	Bundeena	3 August 2015
904311	T Wells	Moruya	3 August 2015
904314	B Maloney	Moruya	3 August 2015
904313	M Bradley	June	6 August 2015
904327	T Simpson	Harden	10 August 2015
904316	L Jones	June	12 August 2015
904319	S Coyle	Delroy	12 August 2015
904323	D Hancock	Jindabyne	13 August 2015
904324	M Wells	Jindabyne	13 August 2015
902189	C Ellis	Goonellabah	14 August 2015
904325	M Harrison	Lightning Ridge	14 August 2015
904326	R Dennis	Kelso	14 August 2015
904330	B Collins	The Entrance	15 August 2015
904331	L Purtle	Mulwala	15 August 2015
904329	M Butt	Gulgong	17 August 2015
904332	B Cosgrove	Moree	18 August 2015
904334	P Fisher	West Tamworth	19 August 2015
904335	A Cronin	Cessnock	19 August 2015

### Appointment of Rank

495036	DCapt A Armitage	Woolgoolga	Captain	23 July 2015
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### Relinquishment of Rank

520920	RetF M Carroll	Yass	Deputy Captain	26 May 2015
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### Transfer

903987	RetF B Clifford	Orange	to	West Tamworth	1 July 2015
521991	RetF R Read	Bowral		Port Macquarie	28 July 2015
88030	RetF S Moore	Campbelltown		Batemans Bay	31 July 2015
902941	RetF D Fleming	Holmesville		Kurri Kurri	31 July 2015
900284	RetF J Carter	Gulgong		Raymond Terrace	1 August 2015
520722	RetF J Robertson	Doyalson		Wyang	4 August 2015
520056	RetF S Hallett	Port Macquarie		Laurieton	8 August 2015
902570	RetF C Towe	Warren		The Entrance	8 August 2015
901624	RetF J Gammone	Corrimal		Thirroul	17 August 2015

### Separations

375019	RetF G Todd	Manilla	2 June 2015
900744	RetF S Saunders	Inverell	30 June 2015
900746	RetF T Morton	Inverell	30 June 2015
520632	RetF M Goard	Glen Innes	1 July 2015
521500	RetF C Paton	Uralla	1 July 2015
902641	RetF B Robinson	Broken Hill South	3 July 2015
900780	RetF A Moxon	Blayney	27 July 2015
903636	RetF J Bailey	Narrabri	28 July 2015
903101	RetF D Hands	Leeton	31 July 2015
521063	RetF D Judge	Kelso	1 August 2015
456043	RetF D Goesch	Temora	5 August 2015

### Retirements

903527	RetF M Langham	Boggabri	14 June 2015
901773	RetF R McArthur	Ballina	4 August 2015

## ADMINISTRATION & TRADES STAFF NOTICES

### Appointments

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Service No	Name	Position	Start Date
904279	M Knowles	Building Surveyor	24 August 2015

### Separations

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Service No.	Name	Effective date
901947	L Stockham	14 August 2015



**Greg Mullins AFSM**  
**Commissioner**  
**26 August 2015**

