

SENIOR MANAGEMENT TEAM MEETING 29 September 2008



Minutes

MEETING DETAILS:

Meeting date: Monday 29th September 2008

Location: TUMUT FCC

Start: 19.35 hrs

End:

Participants:		Present	Apology
Jason Heffernan	Manager	√	
Steve Jory	Operations Officer	√	
Peter Jones	Community Safety Officer	√	
Michael Liston	Mitigation Officer		√
Lindsay Lashbrook	Learning & Development Officer		√
Bruce McGregor	Gundagai Group Captain East	√	
Robert Field	Gundagai Group Captain North	√	
Steven Luff	Gundagai Group Captain South	√	
John Jervois	Tumbarumba Group Captain	√	
Scott Anderson	Tumbarumba Deputy Group Captain Central	√	
Peter Lonergan	Tumbarumba Deputy Group Captain North	√	
Greg Lyons	Tumbarumba Deputy Group Captain South		√
Rodney Purcell	Tumut Group Captain East	√	
David McGruer	Tumut Deputy Group Captain East	√	
Colin Marshall	Tumut Deputy Group Captain East	√	
John Watson	Tumut Deputy Group Captain East	√	
Keith Harrison	Tumut Group Captain West	√	
Michael Neyland	Tumut Deputy Group Captain West		√
Tom Butler	Tumut Deputy Group Captain West	√	
Guests:			
Observers:			

Next meeting: To be advised.

Venue:

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Chairperson - Tom Butler

1. Attendance

Noted as above

2. **Apologies:** Lindsay Lashbrook, Michael Liston, Greg Lyons, Michael Neyland
Moved Keith Harrison: Seconded: Bruce McGregor

3. Minutes of previous meeting

The minutes of the meeting held on 28 July 2008, as circulated were approved as a true and correct.

Moved Bruce McGregor: Seconded: Keith Harrison

4. Business Arising:

Operations Update: Item 9

- A checklist has been completed and brigades will now start to receive what items have been identified as needed. This includes red/white fleet.

Group Captains Conference: Item 12

- Minutes of the conference were given to all Group Captains for their information. Bruce McGregor gave a quick rundown of his thoughts.
- Jason reiterated to the attendees that these forums are a great avenue to hear the views of the Senior Country Group Officers heard and encourages future involvement.

Funding Estimates 2009/2010: Item 13

- Jason gave the meeting a quick run down of where discussion with Councils in respect to funding for the Zone has taken place. Jason informed the Committee that a change in the roles for providing HR subsidies may be taken up by the Councils and will allow the free *up* of more rate revenue to be allocated to the RFS, on top of current allocations.

Tumblong RFB Station: Item 14

- Jason gave a sincere thanks to Steven Luff for his efforts with the Tumblong Brigade to complete a very successful station opening.

Annual General Meetings: Item 15

- Jason informed the Committee that the Zones AGM's within the brigades us becoming a far too lengthy process. The delay in holding the AGMS later in the year has resulted in a major delay in the production of the Zone Contact Directory and Officer Authority Cards. The delay in the holding of AGMs also makes it hard for staff to program attendance.
- Group Officers are encouraged to attend Brigade AGM's when informed.

OHS: Item 19

- Updates were given in respect to previously reported OHS issues. Jason advised that Tony had addressed and followed up concerns.
- Sunshades are available however are not proban treated and are not suitable for fireground work uses.
- RTA Fatigue Management – The attendees were given a memo as passed to Jason from Head Office in respect to the new RTA rules. Jason suggested status quo until further advice is received from RFS HO.

5. Discussion Items from Agenda

1) Fire Danger Period:

Discussion held on when to place the Bushfire Danger Period. Consensus was finally reached to maintain the Bushfire Danger Period at 1st November 2008. *Carried*

2) The meeting was a given a copy of a memo from Assistant Commissioner, Rob Rogers in respect to RFS response to the new RTA Fatigue Management laws. Jason informed the meeting it is essentially statues quo, however Group Officers and Staff need to be mindful of the intent of the legislation when directing crews on larger campaign fires.

3) Group Officer Election Process

Jason spoke to the Group about the need to have a definitive, transparent and auditable process for election of Group Officers in line with Service Standards. The ability to reserve local tradition and practice yet meet State Government expectation is a *gentle* balance. Jason has consulted with Mick Neyland and Colin Marshall in the development of the SOP.

Motion: To adopt the Group Officer Election SOP as developed by the Zone Manager across the Zone. Moved: Stephen Luff / Seconded: Scott Anderson – Carried

4) Service Level Agreement

- Jason gave the meeting an overview of the need to commence renegotiation with Councils for the Service Level Agreement. This negotiation will take place initially between Councils and the RFS (Zone Manager). Once preliminary agreement is reached a Liaison Committee meeting will be held to endorse. *Noted*
- Rural Fire Fighting Fund Estimates 2009/2010 – Jason gave the meeting a copy of the 2009/2010 budget bid for the Zone and outlined a proposal put forward to the Council to benefit from additional hazard reduction subsidies available from State Funds. If Councils take advantage of this it will free up rate base income to be re-invested into the RFS for better trucks and infrastructure.

5) Volunteer Recruitment Ad Campaign

Jason gave the meeting an update on a State wide recruitment drive by the RFS focusing on a TV ad Campaign locally the sound from the TV ad has been dubbed for use on local radio with good results so far.

6) OHS

The meeting was requested if they were aware of any OHS issues. These were recorded in the Riverina Highlands Zone OHS Register. *Noted*

7) Heavy Plant & Policy Changes

- Jason gave the meeting a précis of the proposal changes to the way the RFS agencies and pays for heavy plant.
- A new system will be implemented where dozer operators will be given a task/authorisation number. No number, now work. History has shown where operators have just turned up and being used by RFS personnel or just submitted a bill without attending the fire at all.
- Group Officers will be kept up to date as this matter progresses.

8) New Radio Installations

Group Officers were updated by Jason as to the arrival of new digital radios to replace some of the current radios in service.

Further information will be forwarded upon request of such to the office. *Noted*

Meeting closed.