



NSW RURAL FIRE SERVICE



ANNUAL REPORT 2012/13

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FRONT PAGE: Todd Gibson (Heathcote Brigade) and Steve Franks (Heathcote) in the background) at a Hazard Reduction burn in Engadine, May 2013. Photo by Sharon Quandt

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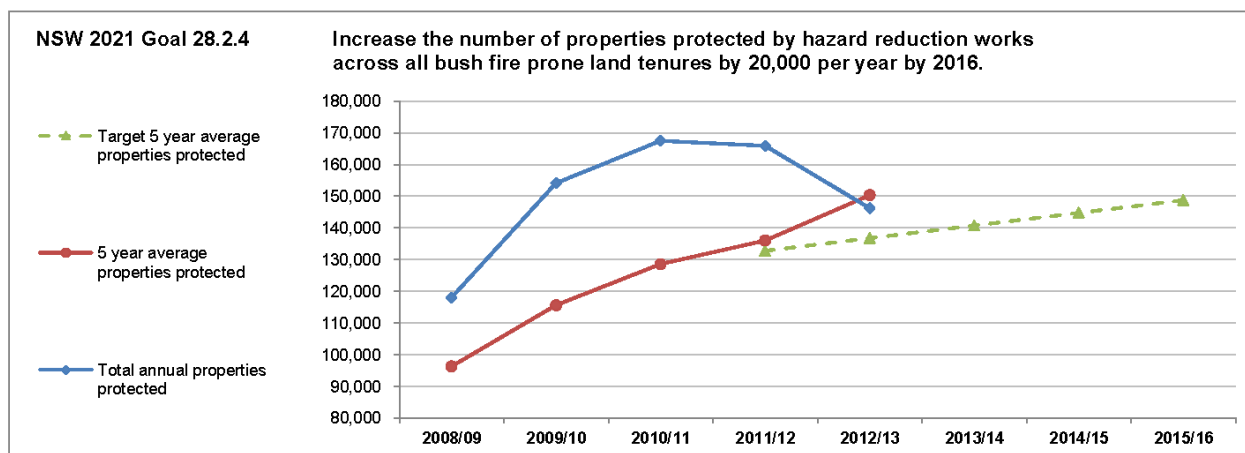
Appendix A

Bush Fire Community Protection: Properties Protected Report

	Number of works planned #	Number of works completed #	Proportion of works compled v planned %	Number of properties covered by completed works #	Value of properties covered by completed works \$M
Total bush fire protection works	21,436	18,504	86.3%	253,848	\$120,559
Total programmed hazard reduction works	9,680	8,026	82.9%	146,292	\$64,368.50
Bush fire hazard complaints	2,618	2,265	86.5%	3,802	\$1,672.9
Private land hazard reduction certificates	1,152	1,099	95.4%	2,997	\$1,318.7
Development control assessments	4,589	4,158	90.6%	40,673	\$26,762.1
Community education programs	3,397	2,956	87.0%	60,084	\$26,437.0

1. The 'Total programmed hazard reduction works' data set is derived from the Bushfire Risk Information Management System (BRIMS) records as at 8 October 2013.
2. The 'Number of works planned' data set is comprised of activities with a scheduled or completed date occurring during 2012/13.
3. The 'Number of works completed' data set comprises activities with a completion date occurring during 2012/13.
4. The 'Value of properties covered by completed works' uses a standard property value of \$440,000 per property which was sourced from a published paper (McAneney K.J. 2005).
5. The planned works for hazard complaints comprise the complaints received in this reporting period and the carryovers.
6. The planned works for DA's comprise the DAs received in this reporting period and the carryovers.

NSW 2021 Goal 28.2.4



	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Total annual properties protected by programmed hazard reduction works	118,021	154,211	167,533	165,945	146,292			
Five years average properties protected by total programmed hazard reduction works	96,313	115,612	128,593	136,063	150,400			
Target five years average properties protected by total programmed hazard reduction works				132,793	136,793	140,793	144,793	148,793

Properties Protected By Agency

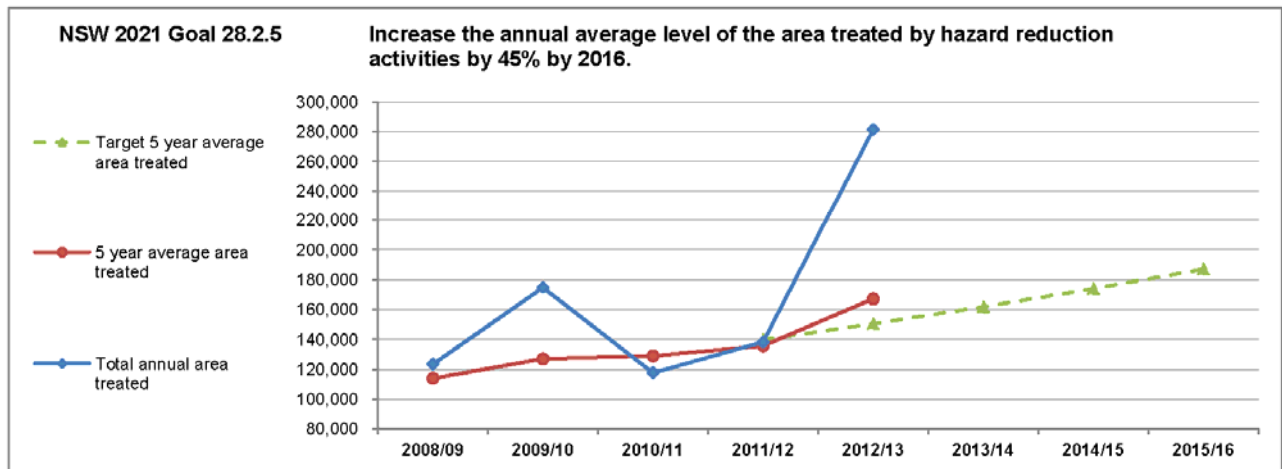
	Target #	Number of properties protected	Completed v target (%)
Department of Primary Industries	17,253	19,848	115.0%
Local Govt Authority	54,081	59,945	110.8%
NSW National Parks and Wildlife Service	14,493	17,685	122.0%
Other	900	941	104.6%
Forests NSW	1,193	1,504	126.1%
Fire & Rescue NSW	3,879	632	16.3%
NSW Rural Fire Service	44,994	45,737	101.7%

Completed Hazard Reduction Works Summary by Tenure

	Burning (ha)	Mechanical (ha)	Other (ha)	Total (ha)
Australian Rail Track Corporation	201.04	390.28	0.00	591.32
Catchment Authority	0.00	0.00	0.00	0.00
Commonwealth	1,317.10	0.06	0.00	1,317.16
Dept of Primary Industries (Crown Lands)	2,393.30	2,306.86	254.57	4,954.73
Local Government Authority	1,010.58	13,133.88	6,165.89	20,310.35
NSW National Parks and Wildlife Service	207,072.17	2,350.49	170.85	209,593.51
Other	7,798.03	1,470.81	256.10	9,524.94
Private	11,503.65	1,608.99	107.69	13,220.33
Railcorp	9.17	62.71	0.00	71.88
Roads and Maritime Services	1.16	437.93	0.73	439.82
Forests NSW	21,428.58	31.83	7.74	21,468.15
Total hazard reduction areas	252,734.78	21,793.84	6,963.57	281,492.19

NOTE: The total hazard reduction areas on land tenures exclude 57.38 hectares by grazing means.

NSW 2021 Goal 28.2.5



	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Total annual hazard reduction area completed	123,334.51	174,705.85	117,633.25	138,211.48	281,492.19			
Five year average total area of hazard reduction works completed	113,946	126,915	128,894	135,688	167,075			
Target five years average total area of hazard reduction works completed				139,900	150,435	161,762	173,943	187,041

NOTE: All measurements are in hectares.

Hazard Reduction Areas Completed By Land Tenures versus Target

Land tenure	Target	Completed HR Area by method				Completed v target (%)
		Burning	Mechanical	Other	Total	
Australian Rail Track Corporation	235.0	201.04	390.28	0.00	591.32	251.6%
Catchment Authority	349.7	0.00	0.00	0.00	0.00	0.0%
Commonwealth	109.6	1,317.10	0.06	0.00	1,317.16	1201.8%
Dept of Primary Industries (Crown Lands)	2,238.7	2,393.30	2,306.86	254.57	4,954.73	221.3%
Local Government Authority	10,052.4	1,010.58	13,133.88	6,165.89	20,310.35	202.0%
NSW National Parks and Wildlife Service	108,578.7	207,072.17	2,350.49	170.85	209,593.51	193.0%
Other	2,198.8	7,798.03	1,470.81	256.10	9,524.94	433.2%
Private	8,964.1	11,503.65	1,608.99	107.69	13,220.33	147.5%
Railcorp	194.7	9.17	62.71	0.00	71.88	36.9%
Roads and Maritime Services	508.1	1.16	437.93	0.73	439.82	86.6%
Forests NSW	17,004.7	21,428.58	31.83	7.74	21,468.15	126.2%

Hazard Reduction Undertaken By the NSW RFS

While not a land management agency, members of the Service contribute significantly to hazard reduction activities in support of land management agencies and private property owners. During the reporting year, the NSW RFS undertook 1,938 hazard reduction works comprising approximately 26,408 hectares of hazard reduction work protecting a total number of 45,737 assets with a value of \$20.1 billion (based on median insurance house and contents value in Sydney 2004 - McAneney K. J . 2005).

Hazard Reduction Certificates Issued

Certificate issuing agency	Number Issued	% of total
Dept of Primary Industries (Crown Lands)	246	7.52%
Local Government Authority	767	23.46%
NSW National Parks and Wildlife Service	333	10.18%
NSW Rural Fire Service	1,902	58.17%
Other	22	0.67%
Total	3,270	100%

Hazard Complaints Received

Land tenure	Complaints received	% of total
Private land	1,545	67.41%
Council land	533	23.25%
State Government land	183	7.98%
Commonwealth land	4	0.17%
Australian Rail Track Corporation land	2	0.09%
To be determined	25	1.09%
Total	2,292	100%

Inspections, Formal Notices and Enforcement Works

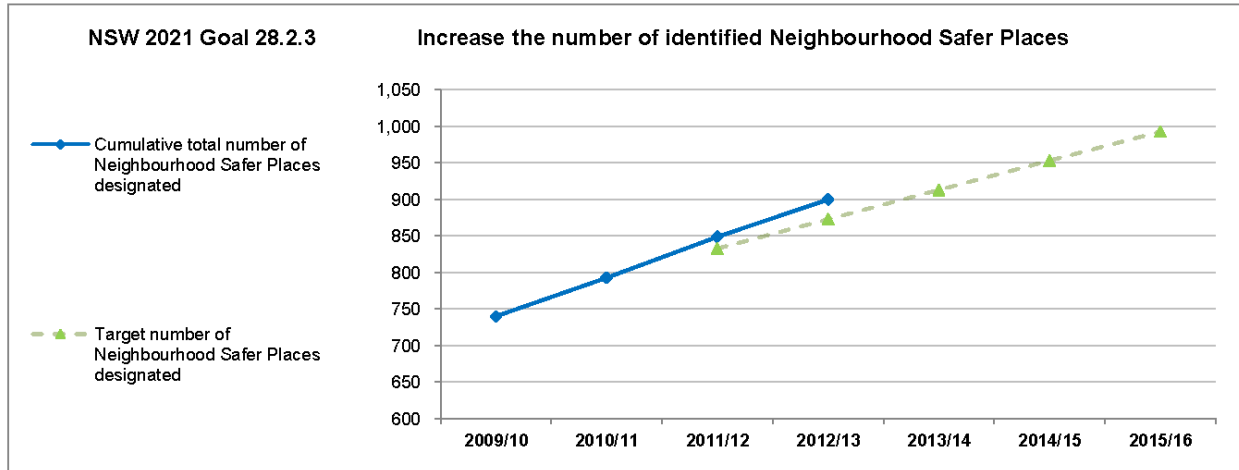
Number of hazard complaints inspections undertaken	Number of formal notices issued under Section 66 of the Act	Enforcement works undertaken under Section 70 of the Act
2,625	192	12

Permits Issued Under The *Rural Fires Act 1997*

Permits issued by	Number Issued	% of total
Fire & Rescue NSW	310	1.69%
NSW Rural Fire Service	18,035	98.31%
Total	18,345	100%

Appendix B

Neighbourhood Safer Places



	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Cumulative total number of Neighbourhood Safer Places designated	740	793	849	900			
Target number of Neighbourhood Safer Places Designated			833	873	913	953	993

Appendix C

Waste Handling Report: July 2012–June 2013

The NSW Rural Fire Service continues to be committed to reducing the amount of waste to landfill and improving procurement procedures to ensure the Government's targets in this area are achieved. In the reporting period, a waste audit was conducted to determine the effectiveness of the waste minimisation and recycling strategies currently in place. Data was also compiled on the amount of paper recycled and office equipment wastes, including toner cartridges and printer ribbons. Paper avoidance strategies continue through the extensive use of email, computer generated forms and the internet as well as double-sided printing and photocopying of documents.

Recycling at the NSW RFS Headquarters in Lidcombe based on the office waste stream assessment included:

- > 4,630 kg paper waste
- > 1,870 kg co-mingled (glass bottles, aluminium cans, PET)
- > 7,510 kg cardboard
- > 100 percent of all used toner cartridges
- > 100 percent of obsolete computers; and
- > computer monitors through the recycled through Reconnect Program

Appendix D

Environmental Performance Score Report

Environmental Performance Score (All Corporate Vehicles)		Target
EPS (All Corporate Passenger Vehicles)	13.7	13.5
EPS (All Corporate Light Commercial Vehicles)	9.00	9
	11.35	11.25

The figures are based on corporately marked vehicles; no operationally marked vehicles have been included in this report.

Appendix E

Chaplaincy and Family Support Network

Chaplaincy Activity	Totals - Senior Chaplain and Senior Family Support Chaplain			Totals - Volunteer Fire District Chaplains and Family Support Volunteers		
	2013	2012	2011	2013	2012	2011
Visits to NSW RFS Headquarters	141	153	360	5	5	1
Visits to Fire Control Centres	35	27	133	439	410	451
Visits with Fire Control Officers	28	18	45	230	210	175
Visits to Rural Fire Brigades	57	48	46	122	120	108
Regional Conferences	0	2	3	0	0	5
State Management Conferences	0	0	4	0	0	0
Brigade Captains Meetings	2	0	19	42	48	43
Seminars & Conferences	3	2	6	23	11	42
Station Openings & Dedications	15	7	8	12	10	11
Fire Fleet Blessings & Services	9	14	18	56	58	102
Personal and family counselling	58	45	74	352	368	310
Telephone support and counselling	221	209	308	284	296	222
Home visits-members and family	30	42	201	164	158	75
Hospital visitation-members	58	48	46	152	130	115
Funeral Services conducted	9	6	9	20	19	21
Infant christenings/ dedications	1	3	5	18	17	18
Service weddings	3	4	7	7	10	9
NSW Rural Fire Service Callouts	8	6	9	117	115	136
NSW Fire Brigades Callouts	0	1	1	2	2	4
NSW Parks and Wildlife Callouts	0	0	14	0	0	0
Respond to actual suicides	0	0	0	0	2	9
Championship and Field Days	5	2	2	3	2	4
Critical Incident Support	8	2	2	25	6	5
Work Cover and other RFS meetings	42	45	38	0	0	0
Total kms travelled	57,666	56,236	67,878	17,342	16,428	9,505

Appendix F

Counselling and Support Unit

	Critical Incident Support Services (CISS)			Member Assistance Program (MAP)	Employee Assistance Program (EAP)	
	# of requests	# of personnel assisted	Hours	# of new requests	Internal	External
2013	283	992	9,445	351	107	26
2012	257	1,018	8,753	387	119	29
2011	274	1,214	6,038	293	88	19

These figures do not account for pre-incident information / education sessions provided throughout the year. The number of hours relating to CISS does not account for training and supervision of CISS personnel

Appendix G

Membership Applications, Criminal History and Child Related Activity Checks

	2011	2012	2013
New Member Applications (includes junior member applications)	3,259 (373)	3,918 (303)	4,503 (317)
Existing Internal Member Criminal History and Child Related Activity Checks	1,896	1,709	1,555
Total	5,155	5,627	6,058

Appendix H

Equal Opportunity Statistics, Multicultural and Disability Plans

Trends in representation of EEO Groups				
EEO Group	Benchmark/ Target	2011	2012	2013
Women	50%	33.2%	32.4%	33.0%
Aboriginal People and Torres Strait Islanders	2.6%	1.2%	1.3%	1.5%
People whose First Language Spoken as a Child was not English	19.0%	26.6%	5.2%	5.4%
People with a Disability	N/A	5.1%	4.9%	4.8%
People with a Disability Requiring Work-Related Adjustment	1.5%	0.0%	3.9%	3.8%

Trends in the distribution of EEO Groups				
EEO Group	Benchmark/ Target	2011	2012	2013
Women	100	90	91	92
Aboriginal People and Torres Strait Islanders	100	N/A	N/A	N/A
People whose First Language Spoken as a Child was not English	100	89	108	110
People with a Disability	100	113	115	116
People with a Disability Requiring Work-Related Adjustment	100	N/A	115	118

Note 1: A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels.

Note 2: The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

Equal Employment Opportunity

The NSW Rural Fire Service has a range of initiatives that promote the principles of EEO within the organisation. During 2012/13 the NSW RFS updated its Equal Opportunity policy and EEO Management Plan. The policy and plan will be subject to a consultation period in early 2013/14 with an expected release in latter part of 2013.

The NSW RFS recruitment system continues to stress EEO principles through convenor training and a thorough job analysis and development process.

The NSW RFS Next Generation Workforce Strategic Plan contains other equity and diversity strategies with a key focus on increasing the participation of women, indigenous people and people from culturally diverse backgrounds within our membership.

A key achievement for the period was the release of the Flexible Membership Model in March 2013. This initiative seeks to provide more options and greater flexibility within our volunteer membership.

Flexible training options are another key strategy that will help us attract and retain members from diverse backgrounds simply by providing a wider range of delivery modes for training in the NSW RFS.

Disability Plan

Throughout 2012/13 the NSW RFS focused on;

- Encouraging a diverse membership, including people with disabilities, through our approach to flexible membership and our EEO Policy and Management Plan.
- Providing work facilities that enable easy public access and facilitate the employment of people with disabilities.
- Providing bush fire information to the community in a range of formats and channels useable by people with disabilities, and:
- Including specific arrangements for the protection of people with disabilities from fire through land use planning and building controls on bush fire prone land.

The NSW RFS will continue its focus on delivering and building on the initiatives outlined above.

*For further work in this area see the AIDER program under the Operational Services Directorate.

Multicultural Plan

During the reporting period, the NSW RFS released its flexible membership model; a key strategy to increase diversity within the organisation's volunteer membership. Throughout the 2012/13 year the NSW RFS also:

- Reviewed the corporate plan and included a key focus area and objectives relating to diversity.
- Commenced collecting voluntary demographic and cultural data from new volunteer members to enable us to better profile the diversity of our volunteer membership.
- Included information on translation services in the NSW RFS Bush Fire Information Line Coordinators Manual which may be activated when fires impact areas of large numbers of known linguistically and culturally diverse groups.
- Continued to supply a range of communication materials in other community languages as part of the Prepare Act Survive public awareness campaign.
- Monitored progress on the actions within the NSW Rural Fire Service Multicultural Plan

In the next reporting period, the NSW RFS will focus on providing our membership with information and strategies aimed at increasing diversity. This will be achieved through the development of a volunteer recruitment and retention resource which will help Rural Fire Brigades promote membership that is inclusive, diverse and reflective of the community.

Aboriginal Services

Throughout the 2012/13 reporting period, the NSW Rural Fire Service continued to monitor the actions within the Aboriginal Services Plan.

A key project for the period was the Bushfire Resilience Project for Aboriginal Communities Phase 2. This program, led by Region West, aims to increase resilience of remote Aboriginal communities to the threats posed by fire. Phase 1

of this project was completed in 2012. It undertook hazard and risk assessments to determine the preparedness levels of individual aboriginal communities from the impacts of fire and other hazards. This project (Phase 2) plans to implement many of these recommendations.

Industrial Relations Policies and Practices

During the reporting period our industrial agenda focussed internally including discussions with industrial representatives and central agencies on specific subjects such as major incident conditions, agreed absences (AAs) and the Joint Consultative Committee (JCC).

Authority was granted from the Wages Policy Taskforce to start discussions on the Major Incident clause within our Award and following consultation with the PSA we retained the provisions of our Major Incident Conditions Interim Award indefinitely.

During the period there were a couple of notable exceptions that were not in the business as usual category:

- > Some minor amendments were made to our Award in that the RFS Conditions of Employment Award 2009 was subject to an IR Act 1996, Section 19 review in March 2012. Moreover the Award was updated by the IRC with involvement from RFS and PSA. The changes applied to updated salary rates, removal of redundant allowance rates, and the most notable change: the title of the Award no longer contains the year of creation. It is simply titled the Crown Employees (Rural Fire Service) Award.
- > A new consultation policy and Workplace Advisory Committee (WAC) was established on 16 April 2013. The Workplace Advisory Committee (WAC) is a high level advisory committee to the Commissioner of the NSW Rural Fire Service (NSW RFS), chaired by the Deputy Commissioner. The primary role of the WAC is to critically examine employee related issues, proposals and other high level workplace and employment relations matters. The inaugural meeting was held on 14 May 2013.

Statement setting out OH&S Performance

The primary focus of the HSW Section in the reporting period was the consolidation and monitoring of strategies associated with:

- > the continued transition to the new *Work Health Safety Act 2011* and associated Regulation;
- > the internal administration of the *Workers Compensation Legislation Amendment Act 2012*;
- > the commencement of the NSW RFS Manual Handling Program 2012/13 and;
- > the development and implementation of Health and Safety related tasks linked to the internal OHS Audit Program 2011/12.

Information about the Work, Health and Safety Risk register can be found on [page 45](#) and the table on Reported Injuries and Workers Compensation Claims can be found on [page 116](#).

Appendix I

Staff Establishment / FTE

Comparative figures for the past three years	2011	2012	2013
Full Time Equivalent Positions (FTE)	920	908	846
Permanent Position Count	792	807	773
Headcount at Census	923	942	883

The Public Service Commission collects workforce profile data from Public Sector Agencies

Appendix J

Reported Injuries and Registered Workers Compensation Claims 2011/12

Injury Type	Reported Injuries			Workers Compensation Claims	
	Volunteer member	Salaried member	Non-NSW RFS personnel	Volunteer member claims	Salaried member claims
Burns	31	4	1	23	0
Contusion with skin intact	50	16	3	20	7
Deafness	1	0	0	1	0
Diseases and other non traumatic injury	2	1	0	2	0
Dislocation	38	2	1	18	1
Effects of weather, exposure, air pres. & other ext. causes	0	3	0	0	1
Electrocution	1	0	0	1	0
Eye disorders	14	3	0	9	0
Foreign body in eye, ear, nose, resp. or digestive systems	14	0	1	14	1
Fracture	3	0	0	3	0
Injuries to nerves and spinal cord	1	0	0	1	1
Internal injury of chest, abdomen and pelvis	5	1	0	5	0
Intracranial injury	2	0	0	2	1

Reported Injuries and Registered Workers Compensation Claims (continued)	Reported Injuries			Workers Compensation Claims	
	Volunteer member	Salaried member	Non-NSW RFS personnel	Volunteer member claims	Salaried member claims
Open wound not involving traumatic amputation	41	10	1	29	4
Poisoning and toxic effects of substances	79	33	1	55	8
Psychological disorders	5	4	0	5	5
Sprains and strains of joints and adjacent muscles	159	55	6	104	33
Superficial injury	45	20	0	14	0
Traumatic amputation, including enucleation of eye	11	2	1	12	2
TOTAL	502	154	15	318	64

* Includes Workers Compensation claims corresponding to injuries occurring in previous financial years.

Appendix K

Executive Remuneration: SES Level 5 and Above

Position	SES Level	Total Annual Remuneration
Commissioner Shane Fitzsimmons	6	\$328,650
Deputy Commissioner Rob Rogers	5	\$292,450

Executive Remuneration: Gender Balance

NSW RFS	2013		2012		2011	
	M	F	M	F	M	F
SES 6	1	-	1	-	1	-
SES 5	1	-	1	-	1	-
SES 4	-	1	-	1	-	1
SES 3	2	-	3	-	3	-
SES 2	1	-	-	-	-	-
TOTAL	5	1	5	1	5	1

Appendix L

Learning and Development - Training Activity

Volunteers and their qualifications	2013	2012	2011
Bush Firefighters	2100	2421	3503
Village Firefighters	547	647	929
Advanced Firefighters	404	497	622
Crew Leaders	548	500	1140
Group Leaders	43	62	61
First Aid	1794	1761	1957
Breathing Apparatus	524	202	239
Chain Saw Operators 3&4	710	592	574
Rural Fire Drivers	417	377	458
NSW RFS Instructors	317	346	148
NSW RFS Training Facilitators	-	-	26
NSW RFS Training Coordinators	89	120	59
NSW RFS Assessors	113	129	87
Assessor Advocates	10	80	19

1. Figures generated by SAP LSO database only cover qualifications generated by electronic databases within each reporting year
2. Crew leader numbers have been adjusted to only count those with the full CL qualification rather than its individual components of CLW and CLV
3. Figures are inclusive of newly certified and recertified members
4. Training facilitators were deleted from 2011/12 due to change to TAA qualification

Appendix M

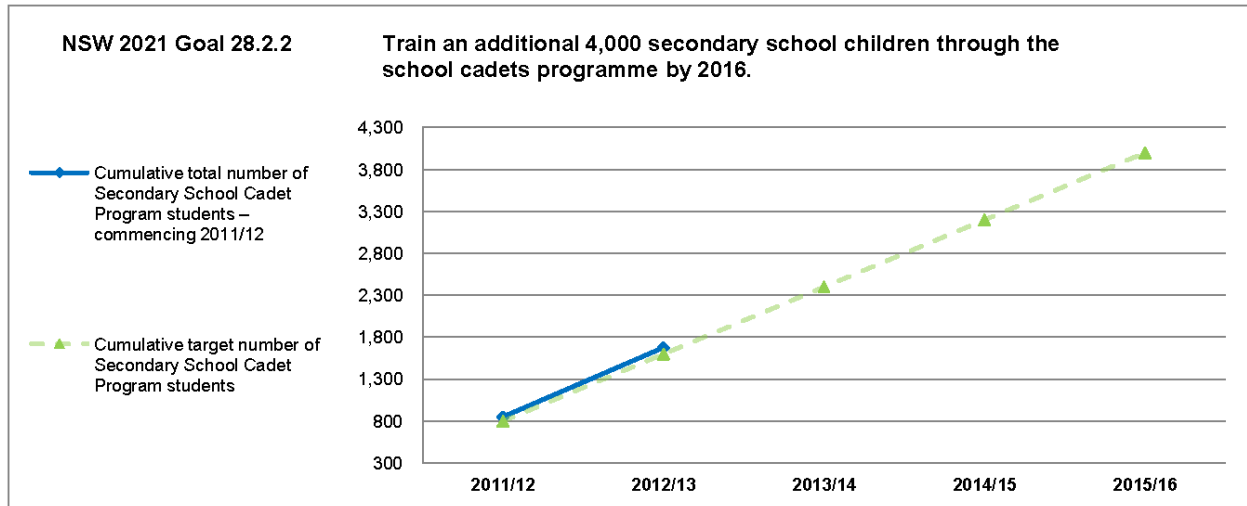
Volunteer to Career

Approximately 72 percent of members currently employed with the NSW RFS are drawn from the Service's volunteer membership. Volunteer members are encouraged to pursue a career in the Service. The RFSA is a valued partner of the RFS in conducting the Volunteer to Career Program (V2C) which are held over a weekend. This is the sixth year that this successful program has been run.

In the reporting period V2C programs were held in two locations; Coffs Harbour in July and Regentville in August of 2012. To date 450 volunteer members have attended the program with 21 percent of attendees having gained some form of employment with the NSW RFS, across a range of employment types.

Appendix N

Secondary School Cadet Program



	2011/12	2012/13	2013/14	2014/15	2015/16
Cumulative total number – commencing 2011/12	840	1,667 (827)			
Cumulative target number of Secondary School Cadet Program students	800	1,600	2,400	3,200	4,000

Appendix O

Attendance at Consultative Committees

Regional Services Consultative Committee*		
Name	Attendance	No. Eligible to Attend
Assistant Commissioner Dominic Lane, AFSM (Chair 2012)	1	1
Assistant Commissioner Bruce McDonald, AFSM (Chair 2013)	1	1
Brian McDonough (Deputy Chair)	2	2
Bert Brand	1	2
Ian Stewart, AFSM	0	2
Steve Robinson	1	2
Paul Whiteley, AFSM	1	2
Michael Brett	1	2
Vic Walker	2	2
Jason Heffernan	1	2
Christopher Williams	2	2

*This committee amalgamated with the Operational Services Consultative Committee May 2013 due to the organisational realignment at that time.

Infrastructure Services Consultative Committee		
Name	Attendance	No. Eligible to Attend
Assistant Commissioner Dominic Lane, AFSM (Chair Oct 2012)	1	1
Chief Superintendent John Parnaby (Chair March 2013)	1	1
Assistant Commissioner Bruce McDonald, AFSM (Chair June 2013)	1	1
David Hoadley, AFSM (Deputy Chair)	3	3
Errol Hockley	3	3
Mark Ross	3	3
Troy Dowley	3	3
Steve Jones	3	3
Steve Smith	3	3
Ron Bridge	3	3
Geoff Andrew	2	3
John Fitzgerald, AFSM	3	3

APPENDICES - MEMBERSHIP AND STRATEGIC SERVICES

Membership Services Consultative Committee		
Name	Attendance	No. Eligible to Attend
Bronwyn Jones (Chair)	3	3
Ken Middleton (Deputy Chair)	3	3
Steve Mepham	3	3
William Bean	3	3
Glen Wall	3	3
Peter Mooney	3	3
Nicole Vidler	2	3
Sean McArdle	2	3
Len Carter, AFSM<	3	3
Captain Tom Nolles, AFSM	3	3

Community Engagement Consultative Committee		
Name	Attendance	No. Eligible to Attend
Richard Lyons (Chair)	3	3
Marcia LeBusque (Deputy Chair)	3	3
Neil Thompson	3	3
Helen Riedl	2	3
Gary Walker	1	3
Garry Barrett	3	3
Zofie Lahodny-Gesco	3	3
David Donaldson	3	3
David Stimson	3	3
Victoria Williams	3	3

Operational Services Consultative Committee		
Name	Attendance	No. Eligible to Attend
Deputy Commissioner Rob Rogers, AFSM (Chair)	2	3
Stephen Raymond (Deputy Chair)	0	3
Wayne Halliday	2	3
Chris Powell, AFSM	3	3
Jim Smith, AFSM	3	3
Mark Mulheron	2	3
Angela Daly	2	3
Brendon Ede	3	3
Don Carter, AFSM	1	3
Geoff Ryan	2	3

Appendix P

Research and Development

Bush Fire Cooperative Research Centre (CRC)

Year	Cash Contribution	In-kind Contribution*	Additional Bush Fire CRC Research Contribution
2011	\$310,000	311,422	
2012	\$322,000	413,958	
2013	\$334,000	575,260	\$150,000**

* The in-kind contribution is based on a schedule of predetermined values for various levels of contribution towards Bushfire CRC outcomes or research utilisation. It also includes a component of actual costs incurred by the NSW RFS towards achieving these outcomes, such as travel expenses to attend conferences.

** In addition to the above - \$150,000 to the Bushfire CRC for the commissioned research into the January 2013 Fires in NSW - 'Community Understanding and awareness of bushfire safety – January 2013 bushfires'.

Research undertaken by Monash University looked at the health of Australian firefighters. As a member of the Australasian Fire and Emergency Service Authorities Council (AFAC), the NSW RFS participated in the study and provided a payment of \$91,500 (plus GST) in 2012/13.

With regard to the new Bushfire and Natural Hazards CRC (BNHCRC) there was a jurisdictional commitment of \$50,000 to support the implementation of the BNHCRC up to 30 June 2013. This amount was split amongst the agencies with the NSW RFS contributing \$12,500 of the share.

Appendix Q

Awards

Internal Awards

Internal Bravery and Service Awards	Volunteer members	Salaried members	Total
Commissioner's Award for Valour	Nil	Nil	Nil
Commissioner's Commendation for Bravery	Nil	Nil	Nil
Commissioner's Commendation for Service	10	3	13
<p>Group Captain Craig Bardney and Group Captain Colin Smeeth, Myall Park Rural Fire Brigade and Wyangan Rural Fire Brigade, MIA Zone, Region South</p> <p>Firefighter Vernon Dunning, Cooma Rural Fire Brigade, Monaro, Region South</p> <p>Group Captain Leslie Fowler, Central Warren Rural Fire Brigade, North West Zone, Region West</p> <p>Deputy Captain Raymond Hehir, Murrumbateman Rural Fire Brigade, Southern Tablelands Zone, Region South</p> <p>Captain Leslie Irvin, Barellan Rural Fire Brigade, MIA Zone, Region South</p> <p>Assistant Commissioner Dominic Lane, AFSM, (former) Director, Regional and Infrastructure Services</p> <p>Firefighter Judith Moore, Eurobodalla Fire Control Support, Far South Coast, Region South</p> <p>Senior Deputy Captain Helen Riedl, Malua Bay Rural Fire Brigade, Far South Coast, Region South</p> <p>Deputy Commissioner Rob Rogers, AFSM, Director Operational Services</p> <p>Captain Brian Schloeffel, Burrabadine Rural Fire Brigade, Orana, Region West</p> <p>Rebel Talbert, Group Manager, Operational and Mitigation Support Services</p> <p>Firefighter Malcolm Weir, Gerringong Rural Fire Brigade, Illawarra, Region East</p>			
Commissioner's Certificate of Commendation (Unit)	7	1	8
<p>Bland Temora Zone Volunteers and Staff, Region West</p> <p>Gloucester/Great Lakes Team Volunteers and Staff, Region East</p> <p>Hazelbrook Rural Fire Brigade, Blue Mountains, Region East</p> <p>Lake Albert Bush Fire Brigade, Wagga Wagga, Riverina Zone, Region South</p> <p>Macarthur Remote Area Firefighting Team (RAFT) Brigade, Macarthur Zone, Region East</p> <p>MIA Zone Volunteers and Staff, Region South</p>			

APPENDICES - MEMBERSHIP AND STRATEGIC SERVICES

NSW RFS Courage Under Fire, RFSA Kokoda Trek Initiative Riverina Zone Volunteers and Staff			
Commissioner's Certificate of Commendation (individual)	Nil	1	1
Sharon Saunders, Coordinator, Audit, Inquiries and Legal, Executive Services			
Commissioner's Unit Citation for Bravery	Nil	Nil	Nil
Commissioner's Unit Citation for Service	3	Nil	3
Eurobodalla Training Centre Support Group, Far South Coast, Region South Moree Rural Fire Brigade, Namoi Gwydir, Region North Narrabri Headquarters Rural Fire Brigade, Namoi Gwydir, Region North			
Totals	20	5	25

Long Service Medals	Volunteer members	Salaried members	Totals
10 yr Long Service Medal	596	22	618
20 yr Long Service Medal	297	13	310
30 yr Long Service Medal	228	5	233
40 yr Long Service Medal	153	4	157
50 yr Long Service Medal	87		87
60 yr Long Service Medal	41		41
70 yr Long Service Medal	2		2
Totals	1,404	44	1,448

External Awards

Australian Fire Service Medal	Volunteer members	Salaried members	Totals
Australia Day Group Captain Lindsay Ronald Henley, Bland FCC, Region West Group Captain Barrie John Hewitt, Cudgegong FCC, Region West Captain Tom Nolles, Canobolas Support Brigade, Region West Superintendent Ian Charles Stewart, Shoalhaven District, Region South Group Captain Errol James Smith, Singleton FCC, Region East Group Captain James Patrick (Pat) Smith, Lockhart RFB, Region South Deputy Group Captain Barry Tindall, Port Stephens FCC, Region East	6	1	7
Queen's Birthday Group Captain Gary Kadwell, Crookwell, Southern Tablelands Zone, Region South Group Captain Elizabeth (Liz) Ferris, Devils Pinch, Region North Deputy Captain Keith Robinson, Bulli Rural Fire Brigade, Region East Captain Ronald Headon, Hay Headquarters, Mid West Team, Region West Superintendent Christopher (Chris) Favelle, Far West Team, Region West Superintendent Arthur Sharp, Canobolas Zone, Region West	4	2	6
Totals	10	3	13

National Medal/Clasps	Volunteer members	Salaried members	Totals
Medals	75	1	76
Clasps	70	2	72
Totals	145	3	148

Appendix R

Internal Audit and Risk Management Statement

All communications to be addressed to:

Headquarters
NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Telephone: (02) 8741 5555

e-mail: shane.fitzsimmons@rfs.nsw.gov.au

Headquarters
NSW Rural Fire Service
15 Carter Street
LIDCOMBE NSW 2141

Facsimile: (02) 8741 5550



Your Ref:

Our Ref: PRO/0275

August 29th 2013

Internal Audit and Risk Management Statement for the 2012-2013 Financial Year for the NSW Rural Fire Service

I, Shane Fitzsimmons, am of the opinion that the NSW Rural Fire Service has internal audit and risk management processes in operation that are, in all material respects, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 *Internal Audit and Risk Management Policy*.

I, Shane Fitzsimmons, am of the opinion that the Audit and Risk Committee for the NSW Rural Fire Service is constituted and operates in accordance with the independence and governance requirements of Treasury Circular NSW TC 09/08. The Chair and Members of the Audit and Risk Committee are:

- Mr Arthur Butler, Independent Chair, appointed for a 4 year term commencing October 2009, ending October 2013
- Dr Dale Cooper, Independent Member, appointed for a 4 year term commencing January 2010, ending January 2014
- Mr Richard Lyons, Non-independent Member, (Director Executive Services, NSW Rural Fire Service), appointed October 2009 until June 2014.

These processes provide a level of assurance that enables the senior management of the NSW Rural Fire Service to understand, manage and satisfactorily control risk exposures. As required by the policy, I have submitted an Attestation Statement outlining compliance with the policy to Treasury on behalf of the Treasurer.

Shane Fitzsimmons AFSM
Commissioner NSW Rural Fire Service

Appendix S**Government Information (Public Access) Regulation 2009****Schedule 2 – Statistical information about access applications**

Table A: Number of applications by type of applicant and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application is withdrawn
Media	1	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	8	23	2	7	0	0	0	2
Not for profit organisations or community groups	0	1	0	0	0	0	0	0
Members of the public (application by legal representative)	0	11	0	2	0	0	0	0
Members of the public (Other)	3	8	0	0	0	0	0	0

Government Information (Public Access) Regulation 2009 (cont)

Table C: Invalid applications	
Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	5
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	5
Invalid applications that subsequently became valid applications	3

Government Information (Public Access) Regulation 2009 (cont)

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act	
	Number of times consideration used
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

Government Information (Public Access) Regulation 2009 (cont)

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	2
Law enforcement and security	1
Individual rights, judicial processes and natural justice	43
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timelines

	Number of applications
Decided within the statutory timeframe (20 plus any extensions)	67
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	3
Total	70

Note: 72 valid or subsequently valid applications received in total and 2 withdrawn

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Decision pending	Total
Internal review	0	0	0	0
OIC review	0	0	0	0
Internal review following recommendation under section 93 of the Act	0	0	0	0
Review by ADT				0
Total	0	0	0	0

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of the access application relates (see section 54 of the Act)	0

Statistics required by Clause 7 of the Government Information (Public Access) Regulation 2009

Total number of access applications received by the agency during the reporting year (including withdrawn application but not including invalid applications)	72
Total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly because the application was for the disclosure of information referred to in Schedule 1 to the Act.	0

Reviews pending from last reporting period finalised in 2011/12

	Decision varied	Decision upheld
Internal review	0	0
OIC review	0	0
Internal review following recommendation under section 93 of the Act	0	0
Review by ADT	0	0

Appendix T

Report to NSW Ombudsman

Statistical Data on all Public Interest Disclosures During the Reporting period 1 January 2013-30 June 2013

Report submitted to the NSW Ombudsman's Office On-line Reporting Tool in accordance with the *Public Interest Disclosures Act 1994* and Public Interest Disclosures Regulation 2011.

Statistical Information:	Total
No of Public Officials who made Public Interest Disclosures to the NSW RFS	0
No of Public Interest Disclosures received by NSW RFS	0
Of all Public Interest Disclosures received how many were about	
Corrupt Conduct	0
Maladministration	0
Serious and Substantial Waste	0
Government Information Contravention	0
Local Government pecuniary interest contravention	0
No of Public Interest Disclosures (received since 1 Jan 2013) that have been finalised in this reporting period;	
Additional Data	Response
Does NSW RFS have an internal reporting policy?	Yes
Has head of agency taken actions to meet staff awareness obligations?	Yes – training, publication of information on intranet sites and access to Service Standards

Appendix U

Statement of Performance of NSW RFS Commissioner

Name	Shane Alan Fitzsimmons, AFSM (appointed September 2007)
POSITION	NSW Rural Fire Service Commissioner
SES LEVEL	6
REMUNERATION	\$328,650

The 2012/13 bush fire season will be remembered as one of the most challenging in recent times. The peak of the season was in January, when we saw temperature records broken, the first Catastrophic fire danger ratings, and an unprecedented demand for information about fire activity.

There were a total of 26 days of total fire ban determined by the Commissioner, and 80 bush fire emergency declarations made under the *Rural Fires Act 1997*.

RFS volunteers responded to more than 23,000 incidents, including over 5,800 bush and grass fires across the State from September 2012 to March 2013.

In the Reporting period, the Commissioner oversaw the enhancement of the RAFT capability across the State, adding two new teams, and coordinating 88 RAFT deployments of its volunteer members.

During the reporting period the Commissioner oversaw the continuation of work to meet the Government's *NSW 2021* targets to increase hazard reduction across NSW. Of the proposed works, approximately 80% were completed.

An extensive audit of Neighbourhood Safer Places (NSP) was undertaken to ensure they met the required standards. As at 30 June 2013, there were 900 designated NSPs.

Other operational achievements of the Commissioner during this reporting period include the review of *Planning for Bush Fire Protection 2006*; the development of 82 Community Protection Plans, with 38 completed; the initiation of a strategic review of the Service's 10 year aviation needs; and the continuation of the public awareness campaign during the 2012/13 fire season.

The Commissioner continues to provide strong leadership as evidenced by a continued emphasis on recruiting and retaining RFS members. During this reporting period, the final version of the Flexible Membership Model was released, and a volunteer recruitment and retention kit was developed; further the Secondary School Cadet program saw more than 800 students participating in a total of 60 programs across the State. Another important initiative was the Supportive Employer Program launched in March 2013.

Commissioner Fitzsimmons' sound management of the NSW Rural Fire Service builds and supports the Service's organisational capability and sustainability, and ensures that the Service's strong traditions of community service are maintained and fostered. Under the Commissioner's leadership, the RFS continues to increase its already recognised high level of knowledge, skills and capacity to share knowledge and resources with key partners, in the State, National and International arenas.

SIGNED Hon. Michael Gallacher, MLC
Minister for Police and Emergency Services

Appendix U

Statement of Performance of NSW RFS Deputy Commissioner

Name	Rob Rogers, AFSM
POSITION	Director of Operational Services (appointed 22 August 2008)
RANK	Deputy Commissioner (appointed 1 February 2011)
SES LEVEL	5
REMUNERATION	\$292,450

The Deputy Commissioner was instrumental in ensuring the NSW RFS and its partner agencies were in a high state of readiness for the bush fire season, through such strategies as the delivery of Pre-Season Briefings and extensive exercising at District, Regional and State levels; the strategic placement of resources (ground / aerial); pre-emptive Section 44 appointments; and the development of triggers for the deployment of Remote Area Firefighting Teams and Rapid Aerial Response Teams.

2012/13 saw an increased level of fire activity from August 2012 to March 2013. Significant fire activity was experienced within a two week period (7-21 January 2013), with 5,142 bush and grass fires resulting in more than 650,000 hectares burnt. Deputy Commissioner Rogers provided oversight and coordination to the extensive firefighting efforts and support provided by more than 10,500 firefighters from the NSW RFS, Fire & Rescue NSW, National Parks and Wildlife Service and State Forests. He was also responsible for the oversight of emergency alert messaging and the dissemination of advice to the community including 99 emergency alert campaigns and the receipt of more than 23,600 calls to the Bush Fire Information Line.

With respect to fire prevention, suppression and mitigation management, Deputy Commissioner Rogers was responsible for the establishment and achievement of targets to increase hazard reduction across the State in alignment with the NSW 2021 Plan; the ongoing development of State Mitigation Support Services crews and the introduction of initiatives to reduce bush fire arson consistent with national priorities including the development with the Bush Fire Arson Taskforce of an electronic database to assist in the identification and tracking of arson-related incidents

In 2012/13, the Deputy Commissioner's existing portfolio of Operational Services was combined with that of Regional Services. This move streamlined policy development and service delivery. Deputy Commissioner Rogers provided excellent leadership and guidance to members of the NSW RFS throughout this time of change. Some achievements within this new portfolio included the enhancing of staff flexibility, mobility, promotion, professional development and pathways for Volunteer to Career, delivery of Group Managers Forums State-wide; and the development and progression of the Bushfire Resilience for Aboriginal Communities Program.

Deputy Commissioner Rogers has continued to provide me with sound advice and support throughout the 2012/13 reporting period, and I am therefore more than satisfied with his performance.

SIGNED Commissioner Shane Fitzsimmons, AFSM
NSW RFS Commissioner

Appendix V**Committees****Rural Fire Service Advisory Council (RFSAC)**

The RFSAC met on two occasions and attendance was as follows:

		Attendances/ Represented
Commissioner Shane Fitzsimmons, AFSM	Chair, NSW RFS	2
Mr Karl Sullivan	Insurance Council of Australia	-
Cr Allan Smith JP	NSW Local Government Association	1
Cr Ray Donald	Shires Association of NSW	1
Superintendent Stephen Raymond	NSW Rural Fire Service Association	1
Group Captain Jim Fahey	NSW Rural Fire Service Association	-
Group Captain William Bean	NSW Rural Fire Service Association	1
Mr Graham Brown	NSW Farmers Association	1
Mr Rob Pallin	NSW Nature Conservation Council	2

The Bush Fire Co-ordinating Committee (BFCC)

The BFCC met on four occasions and attendances were as follows:

		Attendances/ Represented
Commissioner Shane Fitzsimmons, AFSM	NSW Rural Fire Service	4
Deputy Commissioner Jim Smith, AFSM	Fire & Rescue NSW	2
Dr Ross Dickson	Department of Trade & Investment, Regional Infrastructure and Services Department of Primary Industries Forests NSW	3
Mr Bob Conroy	Department of Premier and Cabinet Office of Environment and Heritage National Parks & Wildlife Service Parks & Wildlife Service	2
Cr Allan Smith JP	Local Government Association of NSW Local Government NSW	1
Cr Ray Donald	Shires Association of NSW Local Government NSW	Nil
Superintendent David Hoadley, AFSM	NSW Rural Fire Service Association	4
Assistant Commissioner Denis Clifford, APM JP	NSW Police Force	Nil
Ms Anne Reeves, OAM	Nominee of the Minister for the Environment	4
Mr Rob Pallin	Nature Conservation Council of NSW	4
Mr Graham Brown	NSW Farmers Association	4
Dr Allison Rowlands	Ministry for Police and Emergency Services, (Disaster Welfare)	3
Mr Tim Wilkinson	Department of Finance and Services Land & Property Information NSW Trade & Investment	4
Mr Andrew Lewis	NSW Trade & Investment – Energy Industry & Investment	4

Fire Services Joint Standing Committee (FSJSC)

The FSJSC met on two occasions and attendances were as follows:

		Attendances/ Represented
Commissioner Greg Mullins, AFSM	Fire & Rescue NSW	2
Commissioner Shane Fitzsimmons, AFSM	NSW Rural Fire Service	2
Superintendent Darryl Dunbar	Fire & Rescue NSW	1
Mr Paul McGuiggan	Fire & Rescue NSW	1
Assistant Commissioner Stuart Midgley, AFSM	NSW Rural Fire Service	2
Mr Jim Casey	Fire Brigades Union of NSW	1
Group Captain Brian McKinlay, AFSM (ret)	NSW Rural Fire Service Association	1

Local Government & Shires Associations of NSW Liaison Committee (LGLC)

The LGLC met on one occasion and attendances were as follows:

		Attendance/ Represented
Commissioner Shane Fitzsimmons, AFSM	NSW Rural Fire Service	1
Cr Ray Donald	Shires Association of NSW	1
Cr Allan Smith JP	Local Government Association of NSW	1
Cr Bruce Miller	Shires Association of NSW	1
Cr Keith Rhoades, AFSM	Local Government Association of NSW	1
Mr Richard Lyons	NSW Rural Fire Service	1
Mr Ken Middleton	NSW Rural Fire Service Association	1

Corporate Executive Group (CEG)

The CEG met on eight occasions during the reporting period and attendances were as follows:

Name	Agency	Attendance
Commissioner Shane Fitzsimmons, AFSM	NSW Rural Fire Service	4
Deputy Commissioner Rob Rogers, AFSM	NSW Rural Fire Service	6
Mr Richard Lyons	NSW Rural Fire Service	5
Ms Bronwyn Jones	NSW Rural Fire Service	6
Assistant Commissioner Dominic Lane, AFSM	NSW Rural Fire Service	4
Assistant Commissioner Bruce McDonald, AFSM	NSW Rural Fire Service	3
Chief Superintendent John Parnaby	NSW Rural Fire Service	8
Chief Superintendent Brett Condie	NSW Rural Fire Service	8
Chief Superintendent Ken Hall	NSW Rural Fire Service	8
Mr Paul Smith	NSW Rural Fire Service	8
Superintendent Jason Heffernan	NSW Rural Fire Service	4
Group Captain Brian McKinlay, AFSM (ret)	NSW Rural Fire Service Association	7
Superintendent Stephen Raymond	NSW Rural Fire Service Association	6

Audit and Risk Committee

During 2012/13 the Audit and Risk Committee met on six occasions, including twice to discuss the financial statements of the NSW RFS. Attendances were as follows:

	Role	Attendance
Mr Arthur Butler	Independent Chairman	6
Dr Dale Cooper	Independent Member	3
Mr Richard Lyons	Director Executive Services, NSW RFS	6

Appendix W**International Travel - Approvals from 1 July 2012 to 30 June 2013**

Date	Country	Officer/s	Trip details
4-15 July 2012	France	Steve Yorke	To participate in the AFAC and Bushfire CRC Collaborative IMT Research & Firefighters Study tour.
3-17 August 2012	Botswana	Brian Graham David Phillips Glen McCartney Alan Holley	Continuation of Phase III of the Fire Management Assistance Program. <i>Fully funded by AusAID</i>
4-12 August 2012	Botswana	Richard Lyons Phillip Koperberg	To give presentations at the National Fire Management Conference. <i>Fully funded by AusAID</i>
3-23 November 2012	Canada	Harry Vertsonis	To supervise laboratory testing of the Service's Personal Protective Clothing (PPC) at the University of Alberta.
27 October to 12 November 2012	Indonesia & China	Brian Graham	To attend workshops and meetings with the Indonesian National Agency for Disaster Management Indonesia and the Beijing Social Administration Vocational College, China.
18-27 February 2013	USA	Paul Scott Ian Spall Kerry Spall <i>Paul Sweeney Carolyn Noon</i>	To attend the International Critical Incident Stress Foundation (ICISF) 12th World Congress on Stress, Trauma & Coping.
17-20 March 2013	USA	Rob Rogers	To present at the International Association of Fire Chiefs Wildland Urban Conference 2013 and attend the Wildland Fire Policy Committee at same location.
8-18 April 2013	Papua New Guinea	<i>Daven Patton David Patton Keyla Patton Robert Moses Eleanor Moses Dane McAndrew Lauren Shiel Laura Wilson Jason Conn John Parnaby Ian Spall Phil Brokett</i>	To take part in the NSW RFS Courage under Fire RFSA Kokoda Trek.
10-27 May 2013	Botswana	Brian Graham Warwick Teasdale <i>Andrew MacDonald Rob Davies</i>	To attend Phase VI of Fire Management Assistance Program. <i>Fully funded by AusAID</i>
15-24 May 2013	Botswana	Shane Fitzsimmons Richard Lyons	To attend meetings and 2nd National Fire Conference in Botswana. <i>Fully funded by AusAID</i>
28 June-15 July 2013	Botswana	Sean McArdle Steve Prior <i>Pat Bradley</i>	Second NSW RFS deployment, Phase IV of the Botswana Fire Management Assistance Program 2013. <i>Fully funded by AusAID</i>

NB: *Italics indicate volunteers*

Appendix X

Annual Report costs

The Organisational Communications team is also responsible for the production of the Annual Report. The total external costs incurred in the production of this report were \$0.

The report is accessible on the NSW RFS website www.rfs.nsw.gov.au. Copies may be obtained by emailing organisational.communications@rfs.nsw.gov.au or from the NSW RFS Headquarters, 15 Carter St, Lidcombe.

Appendix Y

Risk Management and Insurance

Total Deposit Premiums (Excluding GST) Paid	2012/13 \$	2011/12 \$	2010/11 \$	2009/10 \$
Workers Compensation – salaried staff	1,075,260	790,510	497,540	465,200
Workers Compensation – volunteers	2,000,000	3,000,000	3,000,000	3,000,000
Motor Vehicle	3,722,780	3,939,380	250,690	255,590.
Public Liability	3,376,260	3,223,740	3,185,020	2,788,750
Property	53,390	64,310	36,360	26,930
Other	16,410	-	38,010	59,260
Totals	10,244,100	11,017,940	7,007,620	6,595,730

Insurance coverage is provided by the NSW Treasury Managed Fund for all areas except for workers compensation coverage for volunteers. NSW RFS volunteers are covered by the Bush Firefighters Compensation Fund Administered by the WorkCover Authority.

During the reporting period the NSW RFS received an Interim Hindsight (3 year) refund adjustment of \$55,085 for Staff Workers Compensation coverage for the 2008/09 financial year and a Final Hindsight Adjustment (5 year) refund for Staff Workers Compensation of \$40,464 for 2006/07.

Appendix Z

Review of Use of Credit Cards

30 June 2013

Corporate credit cards are available to approved staff of the NSW Rural Fire Service upon the approval of the Chief Financial Officer or delegate.

NSW Rural Fire Service corporate and purchasing credit cards are used for approved business related expenditure.

Credit Card transactions by cardholders are reviewed by officers within the NSW Rural Fire Service and any irregularities are reported to management.

I certify that credit card use in the NSW Rural Fire Service has been in accordance with the established NSW Rural Fire Service Policy, Premier's Memoranda and Treasurer's Directions. During the year two incidents of credit cards being used for purposes outside of our policies were identified. These matters were investigated and appropriate action was taken.

SIGNED: Shane Fitzsimmons, AFSM

NSW RFS Commissioner

Appendix AA**Payment Performance****Aged analysis at the end of each quarter 2012/13**

Quarter	Current (i.e. within due date) \$'000	Less than 30 days overdue \$'000	Between 30 and 60 days overdue \$'000	Between 61 and 90 days overdue \$'000	More than 90 days overdue \$'000
All suppliers					
September	2,545	42	0	332	0
December	1,467	2,360	5	0	338
March	2,252	315	86	3	339
June	1,547	16,188	4	0	333
Small business suppliers					
September	150	0	0	0	0
December	32	0	0	0	0
March	181	0	0	0	0
June	362	0	0	0	0

Accounts due or paid within each quarter 2012/13

Measure	Sept 2012	Dec 2012	Mar 2013	Jun 2013
All suppliers				
Number of accounts due for payment	5,049	7,657	8,203	9,115
Number of accounts paid on time	4,661	6,902	6,981	7,982
Actual percentage of accounts paid on time (based on number of accounts)	92.3%	90.1%	85.1%	87.6%
Dollar amount of accounts due for payment \$'000	59,263	93,652	88,263	68,280
Dollar amount of accounts paid on time \$'000	48,914	88,129	78,817	62,429
Actual percentage of accounts paid on time (based on \$)	82.5%	94.1%	89.3%	91.4%
Number of payments for interest on overdue accounts	0	0	0	0
Interest paid on overdue accounts	0	0	0	0
Small business suppliers				
Number of accounts due for payment to small businesses	42	36	21	47
Number of accounts due to small businesses paid on time	42	36	20	36
Actual percentage of small business accounts paid on time (based on number of accounts)	100%	100%	95.2%	76.6%
Dollar amount of accounts due for payment to small businesses \$'000	239	424	155	345
Dollar amount of accounts due to small businesses paid on time \$'000	239	424	155	341
Actual percentage of small business accounts paid on time (based on \$)	100%	100%	100%	98.8%
Number of payments to small business for interest on overdue accounts	0	0	0	0
Interest paid on overdue accounts	0	0	0	0

NB: NSW RFS continues to inform all small business vendors of the advantages of being registered as a small business supplier.

Appendix BB

Engagement of Consultants

During the reporting period four consultants were engaged at a total cost of \$125,753.

Consultancies equal to or more than \$50,000	Cost (\$)
Personnel and Industrial	
Diplomacy Management Consulting	100,353
(Industrial relations advocacy service)	
Consultancies less than \$50,000	
Accounting General	
YTBN Services	8,900
(Aviation Services)	
T Rodgers	14,400
(White fleet review)	
A J Culnane Consultant	2,100
(Clinical consultant)	
Total Consultancies	125,753

Appendix CC

Funds Granted to Non-Government Organisations

	Program Area	2009/10	2010/11	2011/12	2012/13	Nature and purpose
Nature Conservation Council	Operation	105,000	108,255	111,796	115,485	Annual funding to allow the Council to meet its responsibilities under the <i>Rural Fires Services Act 1997</i> .
Hydro Australia Pty Ltd	Operational and Administrative Support	2,400	0	0	0	Support and minor enhancement to software (Resource Allocation Planning System)
Volunteer Units	Emergency Management NSW	1,470,360	8,418,702*	0	0	Funding support for NSW Volunteer Rescue Association, Marine Rescue NSW and various volunteer brigades and stations
Total		1,557,760	8,526,957	111,796	115,485	

*The Public Sector Employment and Management (Departments) Order 2011 issued in April 2011 abolished Emergency Management NSW and transferred its operation to the Ministry for Police and Emergency Services. The figure included in the above table reflects operations up to 31 March 2011,.

GLOSSARY

ACMA	Australian Communications and Media Authority
AFAC	Australasian Fire and Emergency Services Authorities Council
AIDER	Assist Infirm, Disabled and Elderly Residents
BFCC	Bush Fire Coordinating Committee
BFHC	Bush Fire Hazard Complaint
BFIL	Bush Fire Information Line
BFMC	Bush Fire Management Committee
BFRMP	Bush Fire Risk Management Plan
BRIMS	Bushfire Risk Information Management System
CEG	Corporate Executive Group
CFU	Community Fire Unit
CISS	Critical Incident Support Services
CRC	Cooperative Research Centre
EEO	Equal Employment Opportunities
FCC	Fire Control Centre
FRNSW	Fire & Rescue NSW (formerly NSW Fire Brigades)
FSJSC	Fire Services Joint Standing Committee
GIPA	Government Information (Public Access)
GIS	Geographic Information System
ICON	Incident Control On Line
ICS	Incident Control System
LGA	Local Government Area
MAA	Mutual Aid Agreement
MIC	Major Incident Coordination
MICC	Major Incident Coordination Centre
MLU	Ministerial Liaison Unit
MoU	Memorandum of Understanding
MyRFS	www.myrfs.nsw.gov.au – volunteer extranet
NDRP	Natural Disaster Resilience Program
NPWS	National Parks and Wildlife Service (NSW)
NSW RFS	NSW Rural Fire Service
NSW SES	NSW State Emergency Service
RAFT	Remote Area Firefighting Team
RART	Rapid Aerial Response Team
RFSA NSW	Rural Fire Service Association
RFSAC	Rural Fire Service Advisory Council
RMS	Resource Management System
S44	Section 44 of the Rural Fires Act (declaration of major fire emergency)
SOC	State Operations Centre
SOE	Standard Operating Environment
SOP	Standard Operating Procedure
SWS	Static Water Supply
V2C	Volunteer to Career

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