

ACT Government

Justice and Community Safety Directorate

ESA



ESA Roundtable Meetings

Terms of Reference

Authorised by the ESA Commissioner:


 Dominic Lane, ESA Commissioner

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9 January 2017

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Not applicable

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1.0	3 January 2017		Carmel Summers
1.1	9 January 2017	Removed reference to Firefighting Reform to make more ESA inclusive	Carmel Summers

Details

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Terms of Reference Name:	ACT ESA Roundtable Meetings
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Stakeholders:	ACT Minister for Police and Emergency Services Commissioner, ACT Emergency Services Agency (ESA) Deputy Director-General, ACT Justice and Community Safety Directorate (JACS) Director, Parks and Conservation, ACT Environment, Planning and Sustainable Development Directorate (EPSD)

Document Properties	Details
	All ESA staff United Firefighters Union Community and Public Sector Union Transport Workers Union ACT Bushfire Council ACT State Emergency Services Volunteer Association ACT Community Fire Unit Consultative Committee ACT Volunteer Brigade Association ACT Mapping and Planning Support
Document References and/or Legislation:	Emergencies Act (2004) Parliamentary Agreement for the 9 th Legislative Assembly for the Australian Capital Territory

TERMS OF REFERENCE

1. Purpose

The commitment to hold ESA Roundtable Meetings was made as part of the Parliamentary Agreement for the 9th Legislative Assembly for the ACT: “Progress jointly-committed investment in fire-fighting equipment, personnel and facilities, and establish a rigorous ongoing consultation process, including through a roundtable meeting, to discuss wider resourcing, structural and organisational reform, and increasing diversity in the fire-fighting service.”

In March 2015, the Strategic Reform Agenda (SRA) was launched with a series of founding principles. One of these was to *respect the identity of the individual services but operate as a cohesive whole*. This led to the development of the ESA’s Mission Statement: *Working Together to Care and Protect*. This remains the central mission of the ESA and guides and informs our vision to develop better services to achieve *a fair, safe and peaceful community in the ACT where people’s rights and interests are respected and protected*.

2. Functions

Based on these principles, the Roundtable Meetings will:

- provide another opportunity for staff, volunteers, unions and other interested stakeholders to provide ideas, comments, concerns and feedback, which will be used to inform decisions on future reforms
- be scheduled to ensure that employees and volunteers will have an opportunity to attend a session and provide input
- be designed on a “drop-in” basis with session times that allow attendees to choose a suitable attendance time
- be conducted by an independent facilitator.

The Roundtable Meetings are not forums to discuss matters affecting an individual employee.

3. Responsibilities

The Roundtable Meetings is a consultative forum.

The Secretariat function will keep records of all input and matters discussed at the meetings to provide input to and inform future ESA reforms.

It is the responsibility of all participants to treat each other with respect and courtesy. All ACT Public Sector Employees, including those members who are Employee Representatives, must act in accordance with the Signature Behaviours and Section 9 of the *Public Sector Management Act 1994*.

4. Roles/Membership

Position	Role
Minister for Police and Emergency Services	Minister
Commissioner, ACT Emergency Services Agency	Directorate Representative
Director-General, Deputy Director-General, ACT Justice and Community Safety Directorate (JACS)	Directorate Representative
Director, Parks and Conservation, ACT Environment, Planning and Sustainable Development Directorate (EPSD)	Directorate Representative
All ESA staff	Employee stakeholders
ACT Bushfire Council	Stakeholders
ACT State Emergency Services Volunteer Association	Volunteer stakeholders
ACT Community Fire Unit Consultative Committee	Volunteer stakeholders
ACT Volunteer Brigade Association	Volunteer stakeholders
ACT Mapping and Planning Support	Volunteer stakeholders
Official, Community Public Sector Union (CPSU)	Employee Representative
Official, Transport Workers Union (TWU)	Employee Representative
Official, United Firefighters Union	Employee Representative
SRA Project Administrator	Secretariat

Meetings will be chaired by an independent facilitator.

The venue will be normally at the ESA Training Facility at Hume. If a meeting is scheduled at a different location, all stakeholders will be advised of the new location at least one week in advance of the meeting.

5. Number and Frequency of Meetings

A series of four Roundtable Meetings are planned. The dates were chosen to ensure that all Platoons are rostered for at least one of the sessions to enable all ACTF&R staff to attend. A Sunday meeting is planned to allow volunteers to attend.

The meeting dates are:

- Wednesday, 18th January 2016
- Tuesday 7th February, 2017
- Sunday 5th March, 2017
- Friday 17th March, 2017.

Sessions will be held from 9:30 – 12:00 and 1:00 – 3:30 on each of those dates.

6. Secretariat

The role of Secretariat will be provided by the SRA Unit.

7. Agenda Items

As these meetings are designed for consultation, no formal agenda of discussion items is planned. Participants may provide notice of items and issues they wish to raise for discussion in advance of a meeting through the Suggestion Boxes, the [ESA Have your say](#) email box or by contacting members of the Strategic Agenda Reform team.

8. Effective Operation

The meetings will take place regardless of the number of stakeholders who attend. Nil input will be recorded as such.

9. Recording of Proceedings

A record will be made of all input to the meetings. A report will be published within three weeks of the last meeting and available for access by all stakeholders.