



Membership Services Consultative Committee Minutes

Date of Meeting: **Friday 26 October 2018**

Time from/to: **0900 – 1630**

Chair: **Bronwyn Jones PSM – NSW RFS (Chair)**

Required Attendees: **Scott Campbell – RFSA (Deputy Chair)**
Helen Carlos – RFSA **Greg Fisher – RFSA**
Bill Elder – RFSA **Craig Murphy – RFSA**
Dennis Hancock – RFSA **Michael Lane – RFSA**

Apologies: **Bert Clarke – RFSA**

Invited Speakers: **David Heslop – Manager Health, Safety and Welfare**
Narelle Koteff – Director Professional Standards Unit
Stephen Glassock – Director Corporate Planning, Risk and Learning
Peter Carter – Manager Learning and Development
Kristine Wendtman – Manager Volunteer Relations and Workforce Planning

Minutes: **Lisa Chih – NSW RFS (Executive Officer)**

Location: **NSW RFS HQ Level 2, Blackwattle Meeting Room**

Agenda

No.	Agenda Item	Responsible	Time
1.	<i>Coach transfer departs Mercure Hotel for HQ</i>		0800
2.	Commissioners Address – Mountain Ash Briefing Room	RFS	0900
<i>Membership Services Consultative Committee convenes – Blackwattle Meeting Room</i>			1000
3.	Welcome and Introduction	Chair	1000
4.	Acceptance of Apologies	Chair	1005
5.	Declaration of Conflict of Interest	Chair	1010
6.	Acceptance of Minutes of previous meeting	Chair	1015



No.	Agenda Item	Responsible	Time
7.	Matters arising from Minutes of previous meeting	Chair	1020
8.	RFS Business Paper – Health, Safety and Welfare Update	David Heslop	1030
9.	NSW RFS Business Paper – Professional Standards	Narelle Koteff	1130
Lunch – Mountain Ash Briefing Room			1200
<i>Membership Services Consultative Committee convenes – Blackwattle Meeting Room</i>			1300
10.	RFS Business Paper – BA Training Program	RFSA	1300
11.	NSW RFS Business Paper – RFS correspondence re competency maintenance	Stephen Glassock	1330
12.	NSW RFS Business Paper – Learning and Development Update	Peter Carter	1400
Afternoon Tea			1500
13.	NSW RFS Business Paper – Volunteer Relations & Workforce Planning	Kristine Wendtman	1515
14.	NSW RFS Business Paper – Young Members Group Membership and Charter	Kristine Wendtman	1545
15.	General Business	RFS/RFSA	1600
16.	Next meeting – 15 March 2019	Chair	1630
17.	Meeting closes		1630
	<i>Coach transfer departs HQ for Mercure Hotel</i>		1645
	Dinner – Mercure Hotel 106 Hassall Street, Parramatta		1800 for 1830



Minutes

Agenda No.	Item Minute
1.	Commissioner's Address Commissioner and Deputy Commissioner were apologies. Ms Bronwyn Jones, PSM, Executive Director, Membership and Strategic Services, Senior Assistant Commissioner Bruce McDonald, Executive Director, Infrastructure Services, and Chief Superintendent Jason Heffernan, Director, Response and Coordination addressed Committee members on topical matters.
2.	Welcome The Chair, Ms Bronwyn Jones, PSM, welcomed all the members to the meeting.
3.	Acceptance of Apologies The Chair noted the apologies as listed above.
4.	Declaration of Conflict of Interest No conflicts of interest were declared by any members present at the meeting.
5.	Acceptance of the minutes from previous meeting The minutes from the meeting of 27 July 2018 were moved and adopted.
6.	Matters arising from minutes or previous meeting The Chair went through the actions listed on the Task Register. <ul style="list-style-type: none">6.1 Driving – Mr David Heslop to provide an update in the HSW session.6.2 Hired Cars – This matter was dealt with by Ms Eve Weekly out of session.6.3 <i>Service Standard 1.5.3 – RFSA Consultative Committees</i> – Mr Stephen Glassock advised that both he and Ms Merryn Campbell, Senior Project Officer have met with the RFSA Board to discuss the draft SS. A copy is also attached to these minutes for any further comment during the consultation period. All feedback and comments (as well as any general policy and service standard enquiries) should be emailed to: feedback.standards@rfs.nsw.gov.au.
7.	NSW RFS Business Paper – Health, Safety and Welfare The Chair welcomed Mr David Heslop, Manager Health, Safety and Welfare (MHSW), to provide the HSW update. MHSW spoke to the business paper provided. 7.1 Driving <ul style="list-style-type: none">Heavy Vehicle National Law was amended on 1 Oct 2018 so that every party in the heavy vehicle transport supply chain (Chain of Responsibility) has a duty to ensure the safety of their transport activities.MHSW described what a heavy vehicle is according to law. The laws are very specific with systems needed for safety, risk management, fatigue management, loading and unloading, securing loads etc. There are two laws operating in tandem - heavy vehicle laws and WHS laws complementing one another with common health and safety objectives.IMSAFER stickers are part of driver preparedness and were released in the last YHM pack to all RFS sites.



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	<ul style="list-style-type: none">• NSW RFS Travel Safe Project, doctrine, fatigue management all need to be reviewed in light of these law changes.• There is also onus on Heavy Vehicle Drivers, as only the driver knows their driving hours and fatigue level if they have worked for another organisation before turning up to the NSW RFS on a given day.• System changes are required in some areas of the NSW RFS across different Directorates. <p>7.2 PPC cold weather</p> <ul style="list-style-type: none">• This issue has been raised previously by members with Engineering Services regarding cold insulation reduced on Next Generation PPC.• Mr Andrew Canderle, Manager Engineering Services (MES) has provided the following response: Engineering Services is currently undertaking a risk assessment process for PPC and consideration of undergarments in preparation for upcoming NSW Government Tender associated with procurement of all NSW RFS PPC. Cold climate considerations are a component of this tender with new contracts expected to be in place by July 2019.• MES has agreed to provide an update at the next Infrastructure Consultative Committee meeting in 2019. This Committee thought it appropriate for MES to present an update on PPC for cold climates at the next MSCC meeting as well. <p>7.3 Hydration</p> <ul style="list-style-type: none">• A question was raised at the previous meeting on whether tank water was drinkable and if bottled water can be supplied.• MHSW confirmed with Director Assets and Infrastructure - John Parnaby the following response: As per NSW Health. 'A properly maintained rainwater tank can provide good quality drinking water. Providing the rainwater is clear, has little taste or smell and is from a well maintained water catchment system it is probably safe and unlikely to cause any illness for most users.' The NSW RFS is unable to confirm the ongoing status of tank water at brigade stations to be able to refer to it as potable water for drinking. The quality of water can be affected by bacteria and parasites from bird or animal droppings or decaying animals. Rainwater tanks can also be contaminated from roof or plumbing materials.• Brigades should source clean water for drinking for routine activities as practicable.• Bottled water is provided to Brigades attending prolonged incidents.• Bottled water can be purchased by Districts in the SAP system where it is deemed necessary to supply a brigade station with bottled water for brigade activities.• Any concerns about availability of bottled water should be raised with the relevant district office and escalated to the Regional Office if required. <p>7.4 HSRs</p> <ul style="list-style-type: none">• All committee members present acknowledged that they had received HSR election information at their home address. HSR information also available on MyRFS and intranet.



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	<ul style="list-style-type: none"> • 21 workgroups out of 47 are contested (i.e. more than one HSR nomination received by NSW Electoral Commission for each of those workgroups) • Ballot papers to go out to those 21 workgroups from 5 November 2018 and poll closes 12 noon on 10 December. • 19 workgroups received a single HSR nomination and those persons are elected unopposed. • 7 workgroups, including Headquarters had no nominations. • HSR election results to be released by 31 January 2019 and elected HSRs commence their 3 year term on 1 March 2019. • Options for HSR training (5-day SafeWork NSW approved) are being considered such as TAFE where the provider has a state-wide capability or with other agencies like NSW Ambulance. HSW will try to have all HSRs together for the training. An in-house NSW RFS 1 day HSR training course will also be required for HSRs to attend to ensure operational requirements are understood. • Reminded committee members that feedback period for Draft HSR Guidelines finishes on 12 November. <p>7.5 YHM</p> <ul style="list-style-type: none"> • YHM Pack 3 has been mailed out with a mental health focus and site emergency procedures went out with the pack. • IMSAFER stickers also distributed. • RUOK day was in the pack. Commissioner attended RFSA sponsored event at Bega. • Connect on Purpose and knee pain smart card was in the pack. • Pack 4 going out shortly, concentrating on women's health. • Looking at future packs, considering topics of Asthma, skin cancers, diabetes, and cardiovascular disease. <p>7.6 Q4 report</p> <ul style="list-style-type: none"> • MHSW spoke to the report. <p>7.7 Other HSW matters</p> <ul style="list-style-type: none"> • RFSA flagged that a business paper will follow for next meeting in relation to <i>SS 3.1.11 Application of Food Safety Standards</i>. • Instructional video on driver training now available on YouTube. • XO to follow up with Executive Director Infrastructure Services (EDIS) re beeping in water tanks in FRNSW appliances.
8.	<p>NSW RFS Business Paper – Professional Standards (Folio 79)</p> <p>The Chair welcomed Ms Narelle Koteff, Director, Professional Standards (DPS), and Ms Donna Dimmock, Project Officer (Education) (PO) to present to the Committee.</p> <p>PO gave an overview as follows:</p> <ul style="list-style-type: none"> • Update on volunteer train the trainer program conducted in March this year, and progress to date. <p>8.1 Volunteer train the trainer program - 2nd workshop for 2019.</p> <ul style="list-style-type: none"> • Expression of interest (EOI) drafted and Communication plan in development.



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	<ul style="list-style-type: none"> • PSU is seeking feedback from members of the MSCC by end of next week on EOI process and the draft form. • Want to target areas where there are lack of trainers. <p>8.2 General update on Code of Conduct and Ethics workshops:</p> <p>Total of 8 volunteer workshops:</p> <ul style="list-style-type: none"> • Coffs Harbour • Albury • Griffith • Inverell • Cumberland • Maitland • Mudgee • Deniliquin • Cobar and Cooma – CANCELLED due to insufficient number of participants. <p>Total of 133 volunteers trained.</p> <p>Total of 107 staff trained of which approx. 65 are also volunteers.</p> <p>Dates have been confirmed for CEW training next year as below:</p> <ul style="list-style-type: none"> • Region North - Glen Innes Tuesday 9th April • Region South – Moruya Sat 4th-Sun 5th May • Region West – Dubbo Wednesday 17th July • Region East - TBA
Lunch – Mountain Ash Briefing Room	
9.	<p>RFSA Business Paper – BA Training Program</p> <p>The Deputy Chair spoke to this business paper and the general acknowledgement that smoke was a hazard and the need for some form of respiratory protection is of benefit to members.</p> <p>There was general discussion, including the Manager L&D commenting that the BAE program that was referred to in the paper is yet to be finalised.</p> <p>The Committee did not support the recommendation given if brigades have CABA sets then is already an identified training pathway to be followed.</p> <p>It was agreed the Deputy Chair and the Director CPRL would draft up a formal response to the paper.</p> <p>The Manager, L&D also commented on this paper and the following was discussed.</p> <ul style="list-style-type: none"> • The current unit of competency from Breathing Apparatus Operator (BAO) <i>Operate Breathing Apparatus</i> includes the use of guidelines, entrapment procedures and structural hazards which could not minimise the course to just equipment. • The other unit from BAO <i>Respond to Urban Fire</i> is the unit that covers actually firefighting whilst wearing BA, so a BAE qualification to use it at fires other than structures could not include this unit which in a way defeats the



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	<p>purpose as BA could not be worn at a fire without training and assessment in this unit.</p> <ul style="list-style-type: none"> • The concept of training in just the equipment is sound but does not reflect the units of competency involved, however when training programs are updated onto FUEL they are more easily broken into component steps and it is planned to have a BAE step in the process of achieving BAO. • BA sets are only issued to brigades with a structural role, therefore that brigade should have BAO qualified members to operate BA sets when the need arises. • It is a health and safety legislative requirement that workers are trained to use equipment for the hazards they face and a BA only course such as BAE is not adequate in satisfying that obligation, plus it may result in the phenomena of people commencing BA training and stopping at BAE rather than completing all the needed units of competency required to use breathing apparatus whilst fighting fires.
10.	<p>NSW RFS Business Paper – RFSA correspondence re competency maintenance</p> <p>The DCPRL spoke to the business paper, pointing out that as all trainers and assessors are also firefighters/ involved in operations this gives them ‘industry currency’ as required for ASQA / RTO requirements.</p> <p>Further the DCPRL pointed out events like the recent L&D Forum are designed to provide professional development to trainers and assessor to help them maintain their ‘educational knowledge’ currency.</p> <p>The Manager, L&D highlighted that the Skill Cards are available to guide activities including activities for competency maintenance.</p>
11.	<p>NSW RFS Business Paper – Learning and Development Update (Folio 77)</p> <p>Manager L&D presented the following information to the Committee:</p> <ul style="list-style-type: none"> • L & D Circular 14/2018 - circulated to committee members. • Version 3 of FUEL launch – Manager L&D gave a walkthrough in FUEL. • SES mobile assessment app – the RFS is working with the SES on development. • L& D forum update – ML&D gave an update on the L&D forum which received positive feedback overall. • ML&D gave a Compliance update. • Some discussion ensued in relation to availability and reliability of Internet for brigades for e-training. • It was requested that ML&D give a high level schedule of works for presentation/discussion at next meeting.
Afternoon Tea	
12.	<p>NSW RFS Business Paper – Volunteer Relations and Workforce Planning Update (Folio 80)</p>



RFSA

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	<p>The Chair welcomed Ms Kristine Wendtman, Manager Volunteer Relations and Workforce Planning (VRWP) and Mr Nathan Barnden as Chair of the Young Members Group (YMG) to provide the VRWP and YMG updates.</p> <p>MVRWP and CYMG spoke to the business paper provided noting the following:</p> <ul style="list-style-type: none">• The YMG has proposed a change to their Charter to remove the current staggered 50% recruitment of members annually and replace with 100% recruitment every two years, as occurs in the other Consultative Committees.• Rationale is that it provides more stability and better continuity for projects and better alignment with the biennial Young Members Forum. Existing members can still reapply.• YMG seeking MSCC endorsement for proposal.• MSCC Moved and seconded proposal re recruitment cycle.• Following the motion, there was discussion about the Young Members Group uniform. The YMG is an RFS group sponsored and supported by the RFSA, and therefore has a different uniform to the other Committee members. CYMG explained how the group arrived at their current dress code of blue drill pants and YMG branded shirts. <p>The Committee thanked Mr Barnden for his attendance.</p> <p>NSW RFS Business Paper – Volunteer Relations and Workforce Planning Update (Folio 80)</p> <p>MVRWP then spoke to the VRWP business paper, noting the following:</p> <p>2018 Membership Overview</p> <ul style="list-style-type: none">• The Membership Overview is a collection of membership statistics collated annually.• This year there was a small net decrease in the total number of volunteer members to 72,491.• The number of volunteers joining in 2017/18 was 4,416, an increase from last year and the highest since 2013/14.• The number of volunteers leaving was also higher at 5,123, due largely to a year-on-year increase in “removed” members.• The proportion of female to male members remains steady at 22% for volunteers and 34% for staff.• The median age of volunteer members is 53 (male) and 51 (female). The age category with the highest proportion of members is 55-64, at almost 20%. <p>Question from RFSA – how many female group officers are there? The Membership Overview shows 8 Group Captains and 8 Deputy Group Captains in the state.</p> <p>2018 Women and Firefighting Australasia (WAFA) Conference</p> <ul style="list-style-type: none">• The 2018 WAFA Conference was held 26th — 28th of September 2018 in Wellington NZ.• NSW RFS was once again a Gold Sponsor of this event.



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	<ul style="list-style-type: none">• 11 NSW RFS members were sponsored to attend. <p>Girls Fire and Emergency Services Camp</p> <ul style="list-style-type: none">• This pilot project will be a joint initiative of FRNSW, SES, and RFS.• 20 girls aged 15 – 17 will participate in a seven day camp at YMCA Camp Yarramundi from 2 – 8 December, to promote interest in career and volunteer opportunities in fire and emergency services.• EOI forms for facilitators and participants have been distributed. <p>Question from RFSA – how would we run a school holiday program similar to the Secondary School Cadet Program, but not sponsored by school? Suggestions - consider link with existing organisation or community groups and talk to NSW RFS Youth Development Officer to explore options further.</p>
13.	<p>General Business</p> <p>It was noted that the next Consultative Meeting scheduled for 15 March 2019 clashed with the Region North Exercise. XO undertook to convey this to the Committee Coordinator.</p> <p>Post meeting update – Committee Coordinator advised she was aware of this clash of dates, however no other alternative suitable dates were available.</p> <p>Deputy Chair gave special thanks to the Chair on behalf of MSCC members ahead of her retirement in February 2019 and presented the Chair with a card as a token of their appreciation.</p>
	Next meeting – 15 March 2019
	Meeting closed at 1630



RFSA

The following is a summary of the tasks determined during the meeting:

Task Ref.	Subject	Task Description	Owner	Due Date
7.2	PPC for cold climates	Mr Canderle to present an update on PPC for cold climates at the next MSCC meeting.	MES	15 March 2019
7.7	Beeping in Water Tanks	Ms Chih to follow up with Executive Director Infrastructure Services re beeping in water tanks in FRNSW appliances.	EDIS	15 March 2019
9.0	BA Training Program	DC and DCPRL to draft a response to the Business Paper on BA Training Program.	DC and DCPRL	15 March 2019
11.0	L&D programs	Manager L&D to give a high level schedule of works for presentation/discussion at next meeting.	Manager, L&D	15 March 2019