



**RFSA**

## Young Members Group Minutes

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

Time from/to: **0900 - 1600**

Chair: **Nathan Barnden – NSW RFS**

Required Attendees: **Christian Bond – RFSA (Deputy Chair)**  
**Benjamin Albers** **CJ Williams**  
**Jessie McMaster** **Zain Allam**  
**Kristine Wendtman – Executive Officer**  
**Tracey McNamara – Secretariat**

Apologies: **Adrian David, Alex Milgate, James Boyle, Lewis Drayton and David Stimson – RFSA**

In Attendance: **Paul Cunningham – VRWP (item 9)**  
**Kevin White – VRWP (item 10)**

Minutes by: **Tracey McNamara**

Location: **NSW RFS HQ Ground Floor, Coachwood 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	NSW RFS	0900
	<i>Young Members Group Meeting convenes – Coachwood Meeting Room</i>		1000
3.	Acknowledgement of Country Welcome and Introduction	Chair	1000
4.	Acceptance of Apologies	Chair	
5.	Declaration of Conflict of Interest	Chair	
6.	Acceptance of Minutes of previous meeting	Chair	
7.	Matters arising from Minutes of previous meeting	Chair	1010



# RFSA

No.	Agenda Item	Responsible	Time
8.	AFAC Conference report	All Members	1045
9.	Training resources for Cadet Brigades project	All / Paul Cunningham	1100
10.	University Clubs project	All / Kevin White	1130
<b>Lunch – Mountain Ash Briefing Room</b>			<b>1200</b>
<i>Young Members Group Meeting convenes – Coachwood Meeting Room</i>			1300
11.	Your Health Matters update	Sam Anderson	1300
12.	2018 Young Members Forum planning workshop	All	1330
<b>Afternoon Tea</b>			<b>1500</b>
13.	General Business <ul style="list-style-type: none"> <li>• RFSA update</li> <li>• District YMG reports</li> <li>• YMG Charter change and membership extensions</li> <li>• Lower Hunter Update</li> <li>• YMG/Youth in NSW RFS Brochure</li> </ul>	All Members	1530
14.	Next meeting - 15 March 2019		
15.	Meeting closes		1630
	<i>Coach transfer departs HQ for Mercure Hotel</i>		1645
	<b>Dinner – Mercure Hotel 106 Hassall Street, Parramatta</b>		<b>1800 for 1830</b>



# RFSA

## Minutes

No.	Item Minute	Action No.
1.	<b>Commissioner's Address</b>	
2.	<b>Acknowledgement of Country</b> The meeting was opened at 1000hrs with an Acknowledgement of Country carried out by the Chair.	
3.	<b>Welcome</b> The Chair welcomed all members to the meeting, acknowledging the membership commencement of Zain and presence of Ken Middleton in David Stimson's absence.	
4.	<b>Acceptance of Apologies</b> Adrian, Alex, James, Lewis and David were apologies for this meeting.	
5.	<b>Declaration of Conflicts of Interest</b> No conflicts of interest were declared by any members present at this meeting.	
6.	<b>Acceptance of minutes of previous meeting</b> The Minutes from meeting number 8 of 27 July 2018 were moved and adopted by Jessie and Christian. No changes or amendments were requested.	
7.	<b>Matters arising from minutes or previous meeting</b> The action list from the prior meeting was reviewed (see PDF file): <ul style="list-style-type: none"> <li>Item 5.1 'Conflicts of Interest' was completed.</li> <li>Item 5.2 'Conflicts of Interest' was closed. A new action item was proposed in relation to submitting collective feedback recommending that the updated Consultative Committees Service Standard capture the YMG. VRWP to organise the draft response.</li> <li>Item 7.1 'Past Action Item – Feedback for Policy 8.1.1' was closed.</li> <li>Item 8.1 'Changes to YMG Recruitment' was completed. The submission was provided to the MSCC for endorsement with Kris and Nathan leading discussions on this matter during the MSCC meeting this afternoon.</li> <li>Item 8.2 'Changes to YMG Recruitment' was completed. Jessie proposed to officially extend Alex and Ben's term of service by 12 months. YMG members unanimously supported this proposal. Christian seconded the proposal and the motion was carried.</li> <li>Item 9.1 'Chair and Deputy Chair Elections' was completed.</li> <li>Item 10.1 'RFSA Conference Debrief' was completed. The certificate of appreciation was framed during today's meeting and given to Ben to deliver to Jeff.</li> <li>Item 12.1 'Training for Non-SSCP Cadet Coordinators' is in progress, to be postponed for discussion at the March 2019 meeting.</li> <li>Item 14.1 'Cumberland Fire' has been closed.</li> <li>Item 14.2 'Accommodation for Meetings' has been closed. Members were reminded to contact VRWP if any challenges are experienced with transport or accommodation for YMG meetings.</li> <li>Item 14.3 'Blue Mountains District YMG' was closed.</li> </ul>	



**RFSA**

No.	Item Minute	Action No.
	<ul style="list-style-type: none"> <li>• Item 14.4 'Review of District Pack' is completed, and will be discussed further in general business. Ten responses were received (a handout detailing these was circulated to members).</li> <li>• Item 14.5 'YMG Brochure' is ongoing.</li> <li>• Item 14.6 'YMG Brochure' is ongoing.</li> <li>• Item 14.7 'YMG Attendance at Southern Border Field Day' has been closed, with a new action required. The 2019 Field Day is currently in its planning stage. David Turner to be invited to speak on this event at the March meeting.</li> <li>• Item 14.8 'University RFS Club' is ongoing; to be discussed during today's meeting.</li> <li>• Item 14.9 'Region South Group Officers Forum' is completed. No YMG members were available to attend this event.</li> </ul> <p><b>Actions:</b></p>	<p>7.1 7.2 7.3</p>
8.	<p><b>AFAC Conference report</b></p> <ul style="list-style-type: none"> <li>• The Chair gave thanks to Ken and the wider RFSA for inviting the YMG to attend the AFAC conference, in addition to their continued support for the group.</li> <li>• Informal meetings were held with the Western Australia Volunteer Fire and Rescue Service and other delegates at the Conference.</li> <li>• Discussion ensued regarding the potential for a national group or Committee, to facilitate networking and represent young people in emergency services.</li> <li>• Potential for NSW RFS YMG to lead the development of a national group; for discussion at the March meeting.</li> <li>• Certificate of appreciation to be created for the RFSA (specifically, Trish Kelly and David Stimson).</li> <li>• Ken indicated the RFSA's intention to sponsor Committee members (including YMG) to the 2019 AFAC conference in Melbourne.</li> </ul> <p><b>Actions:</b></p>	<p>8.1 8.2</p>
9.	<p><b>Training resources for Cadet Brigades project</b></p> <ul style="list-style-type: none"> <li>• Discussions have taken place between Paul Cunningham and Alex Milgate.</li> <li>• For further discussion at the March meeting.</li> </ul> <p><b>Actions:</b></p>	<p>9.1</p>
10.	<p><b>University Clubs project</b></p> <ul style="list-style-type: none"> <li>• This concept was the winning pitch that came out of the 2015 'Change It Up' Young Members Forum.</li> <li>• Case Study: New England District have been attempting to form an on-campus brigade/unit at the University of New England (UNE), secondary to the local brigade.</li> <li>• Aspects to consider in terms of recruitment are 'what's in it for me?', and 'what's in it for you?'</li> </ul>	



# RFSA

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	<ul style="list-style-type: none"> <li>There is capacity for a district and brigade resource to be developed and included into the next recruitment and retention kit update to assist in recruitment in this demographic.</li> <li>Project to be further discussed at the March meeting.</li> </ul> <p><b>Brigade Cycle Videos</b></p> <p>Kevin White provided a briefing on a new resource for brigades:</p> <ul style="list-style-type: none"> <li>Page on MyRFS is essentially the current version of the recruitment and retention kit (for reference see <i>Info About &gt; Membership &gt; Volunteer Recruitment &amp; Retention &gt; Brigade Planning Cycle</i>).</li> <li>Two more series have been included:               <ol style="list-style-type: none"> <li>Recruitment</li> <li>Retention.</li> </ol> </li> <li>Planned developments:               <ul style="list-style-type: none"> <li>To include more members in the videos.</li> <li>Find Brigades willing to share their success stories.</li> </ul> </li> <li>Current feedback: the videos have promoted district confidence in using the kit.</li> <li>Kevin to share the draft videos with the YMG.</li> </ul> <p><b>Actions:</b></p>	<p>10.1</p> <p>10.2</p>
<b>Lunch</b>		
11.	<p><b>Your Health Matters update</b></p> <ul style="list-style-type: none"> <li>Group discussion took place as Sam Anderson is currently on leave.</li> <li>David Heslop has included information and samples regarding the 'Your Health Matters' (YHM) pack within the Membership Services section/tab of the consultative committee meeting folder.</li> <li>Ben was the YMG representative on the YHM committee however, has recently resigned from this role and encouraged members interested and available to fill this role and attend meetings to contact Sam.</li> <li>Other participation avenues exist to keep up-to-date with information where attending meetings is not a practical option.</li> <li>VRWP to forward meeting schedule and further information to Jessie.</li> </ul> <p><b>Actions:</b></p>	<p>11.1</p>
12.	<p><b>2018 Young Members Forum Planning Workshop</b></p> <ul style="list-style-type: none"> <li>Location will be Wollongong, the same as the 2017 forum and the same format, concurrent with the Leadership Forum.</li> <li>Dates: 20 to 22 June 2019.</li> <li>Members aged 18-25 eligible to attend as young member delegates, selected by their District.</li> <li>VRWP and YMG to promote the forum, and encourage interested young members to contact their District.</li> <li>Items to be confirmed/considered:               <ul style="list-style-type: none"> <li>Will there be a YMG exhibition stand?</li> </ul> </li> </ul>	



# RFSA

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	<ul style="list-style-type: none"> <li>○ Will sessions be locked down to young members only, or will young members be able to attend the leadership forum sessions also?</li> <li>● Aspects to be determined:               <ul style="list-style-type: none"> <li>○ Theme</li> <li>○ Presenters</li> <li>○ Content</li> <li>○ Workshops</li> <li>○ Exhibition stand (if relevant)</li> <li>○ Participation/attendance.</li> </ul> </li> <li>● Ideas brainstormed during session:               <ul style="list-style-type: none"> <li><b><u>Themes</u></b></li> <li><b><u>Ideas / sessions</u></b> <ul style="list-style-type: none"> <li>○ Effects of drought on membership</li> <li>○ Supporting members (rather than inspiring members)</li> <li>○ Session regarding implementing the District Young Members Pack</li> <li>○ Gauge how many districts have set-up a local YMG closer to the forum</li> <li>○ Districts to submit progress statements for local YMGs in their areas</li> <li>○ Session regarding the recruitment pathway from volunteering to employment for young people:                   <ul style="list-style-type: none"> <li>▪ Q &amp; A panel, with set questions for the floor;</li> <li>▪ Success stories of staff and volunteers and panel discussion;</li> <li>▪ Challenges faced;</li> <li>▪ Journey / milestones;</li> <li>▪ Employment opportunities in RFS (V2C program, oPO program.</li> </ul> </li> <li>○ Teambuilding and networking session/s for young members only</li> <li>○ Technology advances</li> <li>○ New RFS stuff (trucks, PPC, resources)</li> <li>○ Fire behaviour and weather</li> <li>○ Teamwork, communication and multi team environments</li> <li>○ Mental health</li> <li>○ Your health matters / health safety and welfare, fitness</li> <li>○ Other agencies' young members</li> <li>○ International deployments</li> <li>○ Aviation/RAFT for young members</li> <li>○ Special ops</li> <li>○ Volunteer/life balance</li> <li>○ Other emergency services</li> <li>○ Counterterrorism</li> <li>○ Scholarship opportunities</li> <li>○ RFSA</li> <li>○ Prepare act survive ad campaign</li> <li>○ Fire investigation</li> <li>○ Gender balance</li> </ul> </li> </ul> </li> </ul>	



**RFSA**

No.	Item Minute	Action No.
	<ul style="list-style-type: none"> <li>○ Presumptive legislation</li> <li>○ Catering</li> <li>○ University-Armidale</li> <li>○ Recovery and CISS</li> <li>○ BIA (building impact assessment) resilience planning.</li> </ul> <p><b><u>Speaker ideas</u></b></p> <ul style="list-style-type: none"> <li>○ Mick Keelty</li> <li>○ Mark Crosweiler</li> <li>○ Phil Koperberg</li> <li>○ Tony Abbott.</li> </ul> <p><b><u>Thursday 20 June</u></b></p> <ul style="list-style-type: none"> <li>○ YMG meeting and forum logistics;</li> <li>○ YMG to manage the registration desk (both Thursday and Friday).</li> </ul> <ul style="list-style-type: none"> <li>● All ideas were posted to the YMG Facebook group during session, for out of session review and discussions.</li> <li>● Members are to identify their top ten favourite ideas and provide a written description regarding their choices, their expectations and what is envisaged for the forum.</li> <li>● VRWP to locate the feedback forms/emails received in relation to the 2017 Young Members Forum and determine trends / concerns.</li> </ul> <p><b>Actions:</b></p>	<p>12.1</p> <p>12.2</p>
<b>Afternoon Tea</b>		
13.	<p><b>General Business</b></p> <p><u>RFSA Update</u></p> <ul style="list-style-type: none"> <li>● Ken encouraged YMG members to complete the Volunteer Welfare and Efficiency survey by contacting the RFSA as it closed today.</li> </ul> <p><u>District YMG Reports</u></p> <ul style="list-style-type: none"> <li>● Dates were requested pertaining to the upcoming/planned District YMG meetings as indicated in the progress statements from the handout circulated earlier. VRWP to provide this;</li> <li>● Proposed for an email to be sent to those respective districts as an acknowledgement and indication that a state YMG representative would be available to attend.</li> </ul> <p><u>YMG Charter change and membership extensions</u></p> <ul style="list-style-type: none"> <li>● Kristine and Nathan attended today's MSCC meeting to seek endorsement for this proposal.</li> </ul> <p><u>Lower Hunter Update</u></p> <ul style="list-style-type: none"> <li>● Jessie verbally shared information submitted from Lewis.</li> </ul> <p><u>YMG/Youth in NSW RFS Brochure</u></p> <ul style="list-style-type: none"> <li>● Jessie verbally shared information submitted from Lewis.</li> </ul> <p><u>Girls Fire in Emergency Services Camp</u></p> <ul style="list-style-type: none"> <li>● Taking place from 2 to 8 December 2018 at Camp Yarramundi;</li> <li>● Collaboration with SES &amp; FRNSW;</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Pilot project, supported by AFAC with the potential to be adopted by other; agencies, becoming an annual event</li> <li>• Based on USA summer-camp format</li> <li>• Monash university will conduct research based on the camp, relating to participants and camp leaders</li> <li>• An EOI has been circulated for Mentors</li> <li>• Program will involve an introduction to the NSW RFS and practical activities that will consist of general camp activities as well as SES, NSW RFS &amp; FRNSW exercises (specifics are yet to be determined).</li> </ul> <p><u>Uniform for YMG meetings</u></p> <ul style="list-style-type: none"> <li>• Members are to discuss outside of session whether the current group dress code for meetings should be changed, for formal discussion at the March meeting.</li> </ul> <p><u>Equal Regional Representation on YMG</u></p> <ul style="list-style-type: none"> <li>• Strategies which encourage more balanced regional and gender representation on the State YMG are needed</li> <li>• Information pack for interested applicants to be reviewed and improved prior to circulation for the next recruitment drive</li> <li>• Suggestion was made for the YMG to contact the unsuccessful applicants arising from the next recruitment round, offering support in initiating a District Young Members Group:               <ul style="list-style-type: none"> <li>○ For this, a check-box will need to be incorporated into the application form requesting their agreement to be contacted.</li> </ul> </li> </ul> <p><u>YMG Facebook Page</u></p> <ul style="list-style-type: none"> <li>• Posts are being made more regularly</li> <li>• Currently, the Chair and Deputy Chair along with Ben and Alex have page admin rights</li> <li>• Discussion to take place out of session regarding changing/updating the current admins and/or extending admin rights to additional members</li> <li>• To avoid multiple / duplicate posting, Ben will clarify the posting process with Paul Cunningham. For further discussion at the March meeting.</li> </ul> <p><u>Internship/Work Experience Program for Young Members</u></p> <ul style="list-style-type: none"> <li>• Zain suggested the RFS could develop a 3 to 4 day, work experience-like program to be designed specifically for young members of the Service who are unsure of their desired career path, yet are seeking wider exposure to the NSW RFS;</li> <li>• To operate at District level with respective District office to develop a practical program schedule;</li> <li>• An aspect to take into account would be the increased workload implication to the District as well as Head Office;</li> <li>• Zain will further investigate this initiative, for further discussion at the March meeting.</li> </ul>	



**RFSA**

No.	Item Minute	Action No.
	<p><u>Involvement in Championships</u></p> <ul style="list-style-type: none"> <li>Options for YMG involvement in major events (State Championships and Australian Fire Cadet Championships) was discussed.</li> </ul> <p><u>Recognition for Bronwyn Jones</u></p> <ul style="list-style-type: none"> <li>The Chair proposed that the YMG formally recognise Bronwyn Jones for her support of the YMG, prior to her retirement in February 2019.</li> <li>Members to decide the form the recognition will take, and advise VRWP.</li> </ul> <p>Deputy Chair reminded members to submit any and all general business items to VRWP for printing and inclusion on the agenda.</p> <p><b>Actions:</b></p>	<p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p>
14.	Next meeting – 15 March 2019	
15.	Meeting closed at 1630	



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

Task Ref.	Subject	Task Description	Owner	Due Date
7.1	Feedback for Consultative Committees Service Standard 1.5.3	Collective YMG feedback response recommending that the updated Consultative Committees Service Standard capture the YMG to be submitted.	VRWP	No due date set. SS not yet out for consultation.
7.2	Training for non-SSCP Cadet Coordinators	Agenda item for discussion at the March 2019 meeting.	Tracey McNamara; Paul Cunningham; Alex Milgate.	For next meeting.
7.3	YMG Attendance at Southern Border Field Day	David Turner to be invited to speak on the 2019 Field Day at the March meeting.	Tracey McNamara	For next meeting.
8.1	Other-agency YMG development	Agenda item for discussion at the March 2019 meeting.	Tracey McNamara; All members.	For next meeting.
8.2	AFAC Conference	Certificates of appreciation to be created for Trish ... (name to be confirmed) and David Stimson	Nathan Barnden; VRWP.	ASAP
9.1	Training resources for Cadet Brigades project	Agenda item for discussion at the March 2019 meeting.	Paul Cunningham	For next meeting.
10.1	University Clubs project	Agenda item for discussion at the March 2019 meeting.	Lewis Drayton; Kevin White.	For next meeting.
10.2	Brigade Cycle Videos	Draft recruitment and retention videos to be circulated to YMG members.	Kevin White	ASAP
11.1	Your Health Matters	Meeting schedule and further information to be forwarded to Jessie.	VRWP	ASAP



**RFSA**

Task Ref.	Subject	Task Description	Owner	Due Date
12.1	Young Members Forum	Members are to identify their top ten favourite ideas and provide a written description regarding their choices, their expectations and what is envisaged for the forum.	All Members	ASAP; prior to teleconference (date TBC)
12.2	Young Members Forum	Feedback forms/emails to be located in relation to the 2017 Young Members Forum, to determine trends / concerns.	VRWP	ASAP; prior to teleconference (date TBC)
13.1	District Young Members Groups	Dates to be obtained regarding upcoming/planned District YMG meetings as indicated in the progress statements	VRWP	ASAP; prior to teleconference (date TBC)
13.2	Uniform for YMG meetings	Members to discuss outside of session whether the current group dress code for meetings is to be changed. Formal discussion to take place at the March meeting.	All Members	For next meeting
13.3	YMG Recruitment	Strategies to be devised which encourage more balanced regional and gender representation in terms of recruitment for the State YMG.	All Members; VRWP.	No due date
13.4	YMG Recruitment	Information pack for interested applicants to be reviewed and improved	All Members; VRWP	No due date
13.5	YMG Facebook Page	Discussions to take place out of session regarding changing/ updating the current admins and/or extending admin rights to additional members.	All members	For next meeting
13.6	YMG Facebook Page	Clarification to be sought regarding the posting process, with further discussion to take place at the March meeting.	Ben Albers; Paul Cunningham.	For next meeting



Task Ref.	Subject	Task Description	Owner	Due Date
13.7	Internship/Work Experience Program for Young Members	Initiative to be investigated, with further discussion to take place at the March meeting.	Zain Allam	For next meeting
13.8	Recognition for Bronwyn Jones	Members to decide how they wish to acknowledge Bronwyn for her support to the YMG.	All members	ASAP