

Joint Committee Highlights

Summary of recent Joint Committee Meetings

A brief summary of the most recent "2 Minute Briefings" which are produced after each Joint Committee round for each of the 7 Joint Committees. Please refer to the full "2 Minute Briefing" documents attached and available from the VFBV Website for more detailed information. Printed copies are also available from the VFBV office. You can request a copy by calling (03) 9886 1141

2 Minute Briefing Issue / Date:

Issue 19, June 2018

JOINT COMMUNICATIONS & TECHNOLOGY

- **Resource Tracking System:** CFA has advised that the installation of the modems into the District OM nominated FCV's is well on the way with half of the vehicles completed.
- **Scanner/Listening Set Software Update:** Due to the high number of changes including radio channel mapping and talk groups and fire ground channel reconfigurations across many Districts, CFA has agreed to the Committee's request to provide a patch file that members can download and apply to their scanners.
- **Pager Message Format Upcoming Changes:** Back in 2013, CFA agreed to modify the format of pager messages that would see the ten-digit incident number moved from the front of the message – to the end.

JOINT COMMUNITY SAFETY

- **Publication Review:** For many years now, the Committee has been advocating for CFA to establish a more formal and inclusive review process for all CFA Community Safety related publications.
- **Online Induction:** The committee discussed the lack of information and recognition of Community Safety in the initial induction material provided to new members when they join CFA.
- **Wire Rope Safety Barriers:** The Committee continues to advocate for greater Brigade and Group involvement and consultation on future wire rope barrier installations.
- **Emergency Management Act Amendment Bill 2018:** The Committee continues to advocate for

amendments to the proposed Emergency Management Act Amendment Bill that was introduced to Parliament without any warning or consultation earlier this year.

JOINT EQUIPMENT & INFRASTRUCTURE

- **Medium Tanker Survey Results:** Results from our recent Medium Tanker Survey are now with a small volunteer working party who are going through the results and analysing the feedback.
- **Rehabilitation Units:** During last year's VESEP Program, the Committee supported providing assistance and support for the building of two new Rehab Units, each sponsored and led by local brigades (Mernda & Yallourn North), with the intention of forming a standardized build in consultation with CFA Engineering and Fleet, so that the unit could be added to the VESEP "pick list" and offered as a standard vehicle.
- **Tanker Communication Trials:** Volunteer and Career members of Craigieburn Fire Brigade and members from Wildwood and Wollert Fire Brigades as well as WorkSafe Victoria are a part of a Tanker Intercom Project trial that is exploring improved communications between tanker crews, especially those operating on tanker rear decks and on the fire ground away from the vehicle, including reviewing the current tanker intercom systems, which have been the subject of regular discussions and dissatisfaction amongst members for quite some time.
- **Brigade Owned Vehicle Policy Advocacy:** The Committee continues to strongly advocate for implementation of changes to CFA's Brigade Owned Vehicle Policy that was developed by a VFBV/CFA joint working party and endorsed by CFA several years ago.

JOINT HR, WELFARE & OH&S

- **CFA Complaints and Disputes Management:** VFBV continues to raise its concerns with CFA over its Complaints and Disputes management processes. Delegates to the Committee were surprised to learn late last year about an external review that had been commissioned to review CFA processes and expressed disappointment that not only had there been no consultation to gather the views and feedback of

volunteers during this review, but there had also been no formal consultation about the establishment of CFA's new Complaints Management Team and Integrity Unit that now operate out of headquarters.

- **Training Incidents and Safety Reminder:** Each quarter, the Committee monitors current injury and safety reports. Last quarter the Committee studied reported training incidents and near miss trends across regions and by the primary causations. Injuries and near misses during training activities remains CFA's highest reported injury activity.

OPERATIONS

- **Low Voltage Fuse Removal:** VFBV continues to advocate the importance of this training for the safety of members and reducing the risks of electrocution hazards, as well as address the non-standard, outdated and untested equipment prevalent across the State and inadequate stowage of removal sticks on vehicles.
- **Incident Management Capability:** The Committee discussed the current IMT accreditation and endorsement process in place for Level 2 and 3 incident management roles.
- **Service Delivery Support:** Delegates have advocated for improved and strengthened systems to support Brigades experiencing service delivery pressures.
- **Lessons Learned:** The Committee has requested CFA explore further options to improve the communication and distribution of lessons learned, that frequently arise from operational debriefs and reviews.

JOINT TRAINING

- **Trainer and Assessor Qualifications – Important Changes:** As a Registered Training Organisation – CFA must comply with national standards when awarding national units of competency. Changes to the national framework mean that all trainers and assessors involved in formal training and assessment that results in a national competency being awarded must update their skill sets to the new TAE-16 package.
- **Operate Breathing Apparatus:** Delegates have raised their concern about the insufficient number of breathing apparatus courses being provided across the State.

- **Recognition of Prior Learning:** Delegates continue to advocate for better support of recognition of prior learning (RPL). A project to review processes and support systems for RPL commenced in early 2017. The Purpose of this project was to create a simple, sound and compliant Recognition of Prior Learning system for all members.
- **Low Voltage Fuse Removal:** The Committee has reviewed and provided feedback on the draft training package developed by CFA that now incorporates electrical safety awareness materials paired along with low voltage fuse removal skill sets.

JOINT VOLUNTEERISM

- **Volunteer Travel Reimbursement Process:** For several years now, Delegates have been requesting CFA review its volunteer travel reimbursement processes to ensure volunteers have a clear and consistent process to claim out of pocket travel expenses incurred as a result of official CFA business in their private vehicles and that the claim process is fair and equitable across the State.
- **Enhancing Volunteerism Grants:** VFBV raised the concerns of Brigades and Groups who had not heard the results of Round 1 applications to the Enhancing Volunteerism grants program, following this year's announcement of VESEP opening. (Volunteer Emergency Services Equipment Program).
- **Junior Brigade Recruitment and Marketing Materials:** CFA has developed a suite of new recruitment materials to support Junior Brigades in recruiting new juniors. The package includes brochures, postcards, posters and adverts – most of which can be edited, personalised and printed by Brigades. There are also new social media tools such as a Facebook banner and Instagram materials.
- **Recruitment Resources:** Brigades are encouraged to discuss their campaign with their BASO's who can assist with other items such as banners, pens, lens cloths, bracelets, key rings, pins, magnets, and show bags to help recruit and promote CFA in your local community.

Joint Communications and Technology

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meeting between CFA and VFBV. (Meeting held Saturday 28/04/2018)

RESOURCE TRACKING SYSTEM UPDATE

CFA has advised that the installation of the modems into the District OM nominated FCV's is well on the way with half of the vehicles completed. The additional installation involves adding an additional antenna and radio component to each vehicle to allow for the receiving of GPS data from vehicles on the fireground. CFA agreed to the Committee's request for fit out/installation technicians to visit each identified Brigade and carry out the works at their station preventing any impact upon Brigades. CFA also confirmed that the works are fully funded by CFA at State level – and there will no cost to Brigades.

The Committee has also reviewed CFA's draft Resource Tracking Business Rule and has provided feedback on the original version in October 2017, and additional feedback on a revised version on the 12th December. Members were generally comfortable with the proposed drafts, suggesting minor amendments to ensure: a requirement for CFA to advise all members on what will get tracked and how, and inclusion in future new member and Induction programs so members are aware of what is reported; suggestions to ensure the data is maintained securely and safeguards in place to ensure the data is not misused; and explicit protections and safeguards in the business rule to protect members privacy and ensure that the data cannot be collected or used for purposes other than operational safety. Disappointingly, CFA advised in May of this year, that due to the inability to secure other stakeholder support for the Business Rule, the rule now treats operational employee's separately to volunteers and PTA staff, by way of carving out operational employees through the definition and the inclusion of a new Appendix. The new Business Rule is available on CFA Brigades Online.

SCANNER/LISTENING SET SOFTWARE UPDATE

Due to the high number of changes including radio channel mapping and talk groups and fire ground channel reconfigurations across many Districts, CFA has agreed to the Committee's request to provide a patch file that members can download and apply to their scanners. This will save members having to manually update their sets. CFA Comms are working on the update file, and as soon as it is ready, we will let you know, and will also provide a copy for download on our website.

The patch file will also include a software update that will include support for the propriety standard change, to allow for the use of "super grouping" that was attempted to be rolled out late last year but caused the scanners to "go silent". This will ensure scanners will not be affected by this problem again in the future. We will advise as soon as it is available.

PAGER MESSAGE FORMAT UPCOMING CHANGES

Back in 2013, CFA agreed to modify the format of pager messages that would see the ten-digit incident number moved from the front of the message – to the end. This was a result of strong volunteer feedback when CFA moved from the old 4-line EAS Pager to the now two-line Alpha Legend pagers. The logic; given the smaller screen real-estate – moving any non-essential info out of the first two lines would help people see more important incident information without having to scroll. CFA has now advised it has found a way to make this change, and is now evaluating any non-intended consequences of the change before it is implemented. More information will be provided as discussions progress – but progress on this long-awaited request may finally be imminent. The new format will be similar to:

ALERT MTON1A INCIC3 CHILDREN LOCKED IN CAR NEAR GLORIA JEANS WOODGROVE SHOPPING CENTRE – MELTON WEST 533 HIGH ST MELTON WEST /JAMES COOK DR //COBURNS RD M 336 G9 (851263) AFP CMTON F171200493 [MTON]

Agencies notified:
Ambulance
Fire
Police

CAD event
number moved
to end

Joint Community Safety

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meetings between CFA and VFBV. (Meeting held 28/04/2018)

PUBLICATION REVIEW

For many years now, the Committee has been advocating for CFA to establish a more formal and inclusive review process for all CFA Community Safety related publications. After several high profile publications were updated and only provided to the Committee after they were published, delegates have been requesting an opportunity for publications to be open for comment and all CFA members provided an opportunity to provide feedback and comment during regular review periods.

CFA has now agreed to a Committee request that it review its publication review process, and provide more transparency to the Committee on which publications are under review. A concept of providing a schedule of publications and programming review periods in advance would provide delegates the opportunity to seek feedback from Brigades and promote the opportunity for feedback on specific publications with enough time for members to provide considered and robust feedback. CFA has committed to providing a framework and proposal for publication reviews this year.

ONLINE INDUCTION/INTRODUCTION TO COMMUNITY SAFETY

The committee discussed the lack of information and recognition of Community Safety in the initial induction material provided to new members when they join CFA. Delegates advocated for the inclusion of Community Safety into the induction of new members. An Online Module being developed would address issues like; the value of community participation, how Community Safety benefits CFA and brigades, how Community Safety supports Service Delivery/Operations, how CFA is involved in communities, and the different training opportunities available i.e. Fire Safe Kids, and highlight key partnerships with DELWP, Parks Victoria, MFB and SES. This information demonstrates that CFA is more than solely a suppression organisation, and would cover the importance of prevention, preparation and recovery activities. CFA has agreed to consider options to develop and make this available.

WIRE ROPE SAFETY BARRIERS

The Committee continues to advocate for greater Brigade and Group involvement and consultation on future wire rope barrier installations. The Committee has requested that CFA work with VicRoads to provide planning and mapping data for all planned installations across the State so that Regions and Districts can then plan for wider volunteer engagement and consultation as they are developed.

Delegates are also requesting there be a formal process in place to notify Brigades of these works occurring, and mapping provided that identifies turnaround points, and ingress/egress points to assist Brigades update their pre-plans.

EMERGENCY MANAGEMENT ACT AMENDMENT BILL 2018

The Committee continues to advocate for amendments to the proposed Emergency Management Act Amendment Bill that was introduced to Parliament without any warning or consultation earlier this year. The effect of this Bill is to repeal Part IV of the CFA Act which deals with Municipal Fire Prevention Committee's.

As one of the most fire prone areas in the world, Victoria needs to retain its focus on risk of fire, and the importance of prevention and preparedness activities that specifically reduce the risk of fire and fuel loads across the State. We have pointed out that Volunteers are not against an all hazards - all agencies approach to emergency management, but remain deeply concerned at anything that waters down the attention on fire prevention. VFBV's view is the Bill should not be supported without a few important amendments to guarantee local volunteer and community input is retained. Local community input is core to community safety and shared responsibility and should not be left to chance.

Joint Equipment & Infrastructure

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meetings between CFA and VFBV. (Meeting held 29/04/2018)

MEDIUM TANKER SURVEY RESULTS

Results from our recent Medium Tanker Survey are now with a small volunteer working party who are going through the results and analysing the feedback. The working party will report back to a future Joint Equipment and Infrastructure Committee meeting, including making recommendations based on field feedback and requests for future builds. Preliminary results reveal widespread high satisfaction ratings with most aspects of the current Medium Tanker Build. The areas with lower levels of satisfaction suggesting room for greatest improvement are communication with the rear deck, rear deck area stowage and hydrant/standpipe access and layout. Detailed results from the survey, and associated recommendations will be made available as soon as the working party has completed its analysis.

REHABILITATION UNITS

During last year's VESEP Program, the Committee supported providing assistance and support for the building of two new Rehab Units, each sponsored and led by local brigades (Mernda & Yallourn North), with the intention of forming a standardized build in consultation with CFA Engineering and Fleet, so that the unit could be added to the VESEP "pick list" and offered as a standard vehicle. The Committee congratulated the Mernda Fire Brigade, after a recent show and tell of the first completed prototype. Building of the second vehicle is underway. The Brigade has provided extensive and impressive leadership, knowledge and experience into the vehicles design. Rehab units support the health and wellbeing of members at prolonged incidents or where members are working in hot or strenuous conditions. The Mernda Unit has been built on a Mitsubishi Canter, 4.5T with seating for four, and able to be driven on a standard driver's license. It includes scene lighting and extensive stowage for portable generators, first aid supplies, defib, tables, cooling chairs, tent, eskies and hydration fluids. Mernda Captain spoke passionately about how it has provided increased opportunities for operational support members, as well as the extensive health, wellbeing and extended health monitoring benefits.

TANKER COMMUNICATION TRIALS

Volunteer and Career members of Craigieburn Fire Brigade and members from Wildwood and Wollert Fire Brigades as well as WorkSafe Victoria are a part of a Tanker Intercom Project trial that is exploring improved communications between tanker crews, especially those operating on tanker rear decks and on the fire ground away from the vehicle, including reviewing the current tanker intercom systems, which have been the subject of regular discussions and dissatisfaction amongst members for quite some time. The Project was borne after a near miss was reported, and Worksafe directed CFA to review its inter crew comms. After months of testing - two systems have been shortlisted by the project team and trials completed. The systems make use of wireless and handsfree headsets. Four tankers were fitted for trial, and a group exercise was held late last year to seek wider feedback. The Committee thanked all those involved, with special thanks to the Craigieburn career staff and senior officers for their passion and drive of the project, and sharing its progress and results with the Committee. The Committee has requested CFA provide updates on progress, as well as support for appropriate budgetary submissions to support eventual rollout should the systems be accepted.

BRIGADE OWNED VEHICLE POLICY ADVOCACY

The Committee continues to strongly advocate for implementation of changes to CFA's Brigade Owned Vehicle Policy that was developed by a VFBV/CFA joint working party and endorsed by CFA several years ago. The importance and reliance of Brigade Owned Vehicles and their impact and contribution on CFA's operational capacity is frequently raised by Brigades who believe they are not sufficiently recognised or supported by current arrangements. District variation in support subsidies is the most common complaint. The intent of the new policy was to provide greater support for Brigade Owned Vehicles, provide clarity and confidence in insurance coverage, streamlined registration processes as well as standardising maintenance arrangements and support subsidies which vary greatly across the State.

Joint HR, Welfare and OH&S

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meetings between CFA and VFBV. (Meeting held 29/04/2018)

CFA COMPLAINTS AND DISPUTES MANAGEMENT

VFBV continues to raise its concerns with CFA over its Complaints and Disputes management processes. Delegates to the Committee were surprised to learn late last year about an external review that had been commissioned to review CFA processes and expressed disappointment that not only had there been no consultation to gather the views and feedback of volunteers during this review, but there had also been no formal consultation about the establishment of CFA's new Complaints Management Team and Integrity Unit that now operate out of headquarters. Whilst the establishment of these new units may both be laudable outcomes, VFBV continues to advocate that volunteers have a clear expectation that CFA's processes are transparent, fair and equitable and are surprised that VFBV and volunteers had not been formally engaged in their establishment.

VFBV has requested that CFA commit to engaging with the Joint Committee to discuss CFA's new processes and systems surrounding complaints and dispute resolution, with priority to be given to reviewing processes that ensure all CFA members involved in enquires or investigations in matters of dispute, conflict or discipline are afforded important basic rights such as; being treated with dignity and respect; ensuring procedural fairness - which means processes are objective, impartial and effective, timely and confidential; and ensuring principles of natural justice are applied which is about treating members with fairness and without bias.

VFBV believes that historically and taking in account current practices and processes, CFA are still not adequately addressing and delivering on these expectations, and we continue to receive complaints from members who have been involved in the process. We are aware of cases where volunteers are experiencing extremely long delays in having matters dealt with and are in limbo and often under suspension during these long delays. During these delays, members experience considerable anguish and anxiety, and VFBV continues to raise concerns about the impacts this has on members welfare.

We will continue to advocate for improvements and transparency in CFA's complaint and dispute resolution arrangements and have indicated to CFA that this remains a high priority area for the Committee to progress this year. We will keep members updated on progress.

TRAINING INCIDENTS AND SAFETY REMINDER

Each quarter, the Committee monitors current injury and safety reports. Last quarter the Committee studied reported training incidents and near miss trends across regions and by the primary causations. Injuries and near misses during training activities remains CFA's highest reported injury activity.

Training injury trends involve injuries to members' knees, backs, fingers and legs. These injuries typically involve the following impacts or contributing factors: Sprains/Stains, Handling of Hose lines and Branches, Slips, Trips & Falls, and Breathing apparatus drills. The use of hoses and branches is the most common piece of equipment involved which includes injuries from bowing hose resulting in being struck by the coupling or the branch when the hose is charged. Approximately 62% of reporting training related incidents occur during localised activities. CFA advise the training department are progressively working on improvements to raise awareness of training risks and training protocols.

Members are reminded to perform dynamic risk assessments of all planned training activities, and encourage Brigades to appoint dedicated safety officers during activities to maintain a focus on safety during exercises.

Pre-training briefings to explain common injuries and preventions are highly effective at ensuring all activities maintain an active focus on safety.

Joint Operations

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meeting between CFA and VFBV. (Meeting held 29/04/2018)

LOW VOLTAGE FUSE REMOVAL

VFBV continues to advocate the importance of this training for the safety of members and reducing the risks of electrocution hazards, as well as address the non-standard, outdated and untested equipment prevalent across the State and inadequate stowage of removal sticks on vehicles.

CFA advised VFBV last year that it had completed and submitted a Business Case to Government for funding of a program to replace untested and dated equipment as well as address the urgent need to re-establish skills maintenance and skills acquisition training across the State. VFBV understands that the CFA request for additional funding to fund this program has been unsuccessful. VFBV had requested the Chief Officer escalate the issue and have the matter addressed by the CFA Board as a matter of urgency, advising that alternate escalation paths may need to be considered by VFBV should progress continue to be slow. Earlier this month, CFA advised of positive progress to rectify the issues and the Committee will monitor, while continuing to advocate to CFA on the serious risks both to members, and the organisation the current situation is resulting in and steps required to ensure this situation does not reoccur.

INCIDENT MANAGEMENT CAPABILITY

The Committee discussed the current IMT accreditation and endorsement process in place for Level 2 and 3 incident management roles. Delegates continue to advocate for improved programs to support members in gaining their endorsement and accreditation, including reaccreditation. Members observed that the availability (or even existence) of exercising, coaching, mentoring and professional development programs to support accreditation was often limited, and often not flexible enough to cater for volunteer members. Delegates have also strongly advocated for the need to increase the availability and flexibility of training delivery to support skills acquisition, including many of the prerequisite courses. CFA has committed to introduce improvements to the availability and scheduling of IMT courses and has committed to regularly reporting back to the Committee on progress. The Committee will continue to monitor.

SERVICE DELIVERY SUPPORT

Delegates have advocated for improved and strengthened systems to support Brigades experiencing service delivery pressures. The Chief Officer confirmed his expectation that Operations Managers were to personally contact any Brigade falling below 89% SDS to discuss treatments and support options and ensure that targeted support was being provided by the Operations Officers in tandem with the Catchment Team and Volunteer Support Team. Delegates requested that CFA establish formal processes to monitor and ensure this targeted support is in fact occurring, and to drive accountability for the treatment and support options identified.

LESSONS LEARNED

The Committee has requested CFA explore further options to improve the communication and distribution of lessons learned, that frequently arise from operational debriefs and reviews. Whilst acknowledging the improvements and recent developments made by CFA's Performance Improvement Team, delegates observed that messaging in recent case studies can sometimes be quite obscure, and there was a need to ensure lessons learned do not just form the basis of case studies and articles, but are also incorporated into training and doctrine, including formal pathways to ensure lessons learned are communicated to the field and drawn upon in formal briefings and exercising. CFA has agreed to work more closely with the Committee in exploring options.

Joint Training

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meetings between CFA and VFBV. (Meeting held 29/04/2018)

TRAINER AND ASSESSOR QUALIFICATIONS – IMPORTANT CHANGES

As a Registered Training Organisation – CFA must comply with national standards when awarding national units of competency. Changes to the national framework mean that all trainers and assessors involved in formal training and assessment that results in a national competency being awarded must update their skill sets to the new TAE-16 package. The core units of competency (units) of the Certificate IV in Training and Assessment were updated to include the 'Design and develop assessment tools' and 'Address adult language, literacy and numeracy (LLN) skills'. The core units of the Assessor Skill Set were updated to include the 'Design and develop assessment tools' unit of competency.

Historically, qualifications have transitioned from BSZ98 units in 1998 to TAA04 in 2004 to TAE10 units in 2010 and most recently to TAE16 units. This means anyone holding a prior qualification must complete upgrade/gap training before 1st April 2019 to upgrade to the new TAE-16 skill set. Detailed information about the TAE16 skill sets, expected duration and training options being offered by CFA will vary depending on your qualifications. Members are encouraged to discuss your specific situation with your local Regional Training team who can provide advice. The Committee is monitoring the situation to ensure sufficient opportunities are provided for members to update their skill sets.

OPERATE BREATHING APPARATUS

Delegates have raised their concern about the insufficient number of breathing apparatus courses being provided across the State. Combined with the roll-out of the revised Structural Firefighting course, volunteers are reporting great difficulty in being able to acquire Breathing Apparatus with the Search and Rescue component required for internal attack due to insufficient number of courses being run. Analysis of what courses are being provided has again revealed great variances between Districts both in the courses offered, but also the competencies awarded and the duration of each course. VFBV has requested urgent attention by CFA to ensure adequate numbers of courses are provided by each District to satisfy requirements.

RECOGNITION OF PRIOR LEARNING

Delegates continue to advocate for better support of recognition of prior learning (RPL). A project to review processes and support systems for RPL commenced in early 2017. The Purpose of this project was to create a simple, sound and compliant Recognition of Prior Learning system for all members. CFA updated the Committee on progress, with advice that CFA has recently engaged Wodonga TAFE, to explore options and relationships which may expedite opportunities for members to undertake RPL external assessment services, including on-line assessment and learning gap training.

The project will identify several units of competence to trial/pilot RPL services and create a realistic application pathway for CFA RPL-Candidates. The project will sample between 35 and 50 Candidates over the next 6 months to assess how effective the RPL system is and to make recommendations for the future. The committee will continue to closely monitor.

LOW VOLTAGE FUSE REMOVAL TRAINING PACKAGE

The Committee has reviewed and provided feedback on the draft training package developed by CFA that now incorporates electrical safety awareness materials paired along with low voltage fuse removal skill sets. Delegates have requested CFA establish as a high priority a process to ensure robust RPL mechanisms are in place for members who are qualified electricians and hold the relevant qualifications. The Committee has also requested that provision be made to upskill the maximum number of trainers and assessors, including volunteers to support a wide and sustainable roll-out across the State.

Joint Volunteerism

2 Minute Briefing



Issue 19: June 2018

Quick snapshot of the priority issues and actions worked through at the most recent Joint Committee meetings between CFA and VFBV. (Meeting held 22/04/2018)

VOLUNTEER TRAVEL REIMBURSEMENT PROCESS

For several years now, Delegates have been requesting CFA review its volunteer travel reimbursement processes to ensure volunteers have a clear and consistent process to claim out of pocket travel expenses incurred as a result of official CFA business in their private vehicles and that the claim process is fair and equitable across the State.

CFA advised that it is making progress on the review, with results from an internal analysis of each District's processes and arrangements completed. Results of that audit verified that processes differed widely across the State, and there was not a consistent approach. CFA is now in the process of drafting a new Business Rule/Procedure and advised it will shortly commence consultation. The Committee will continue to monitor and update on progress.

ENHANCING VOLUNTEERISM GRANTS

VFBV raised the concerns of Brigades and Groups who had not heard the results of Round 1 applications to the Enhancing Volunteerism grants program, following this year's announcement of VESEP opening. (Volunteer Emergency Services Equipment Program) At the time, CFA advised that it had formed an 'Assessment Panel' that had assessed applications and was awaiting Ministerial approval. No timeline was able to be provided as to when announcements of successful applications from this program were to be made.

Delegates informed CFA of the difficult position this put Brigades and Groups in who are left not knowing the result of previous applications for months on end – and are thus unable to determine if they need to re-apply or consider other initiatives under other programs. The Committee hopes future rounds will be more transparent and timely.

JUNIOR BRIGADE RECRUITMENT AND MARKETING MATERIALS

CFA has developed a suite of new recruitment materials to support Junior Brigades in recruiting new juniors. The package includes brochures, postcards, posters and adverts – most of which can be edited, personalised and printed by Brigades. There are also new social media tools such as a Facebook banner and Instagram materials.

A new video showcasing the Junior Member experience and the training and activities our Junior Brigades complete is also now available. Members who attended the Junior Leaders Forum last year got a sneak peek at the video and couldn't wait to use it on their social media pages, at training and Open Days. Printed marketing materials can be ordered via the online ordering system where Junior Brigades order their uniform items, while the social media and editable materials can be found in the JVDP Resources section of Brigades Online. The Committee continues to advocate for greater support and programs to ensure Juniors are better encouraged and supported to transition to senior status with Brigades, to improve the retention of these important members when they become of age to transition to operational roles.

RECRUITMENT RESOURCES

Members can register for access to CFA's online apparel and materials portal, which can be found at <https://online.lithocraft.com.au/cfaapparel>

Recognition items to assist with recruitment campaigns can be viewed and ordered, with an approval system in place to ensure the order is linked to a recruitment campaign and/or activities. Brigades are encouraged to discuss their campaign with their BASO's who can assist with other items such as banners, pens, lens cloths, bracelets, key rings, pins, magnets, and show bags to help recruit and promote CFA in your local community. Members can also contact volunteerism@cfa.vic.gov.au for assistance.