# Jones Inquiry

# UPDATE

**Joint Implementation Action Plan**

**News Letter** - Edition 1 June 2013

## 2nd Quarterly Report 2013

The Jones Inquiry Joint Implementation Action Plan, developed collaboratively between CFA and VFBV, demonstrates a joint commitment between CFA and VFBV ensuring that the individual and collective needs of volunteers are addressed, and illustrates how we continue to work together to support and enable our volunteers and matters affecting them.

This quarterly report is a summary of the activities and achievements of the Jones Inquiry Joint Implementation Action Plan.

If you would like to read the full report, CFA's Joint Implementation Action Plan, the Full Progress Report, or make a comment, follow the links below:

**Web:** https://cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=intraVolunteerism

**Email:** jonesinquiry@cfa.vic.gov.au

The Joint Implementation Action Plan includes 46 strategies and 141 actions to be delivered over the coming years. It was developed in conjunction with the VFBV as a response to His Honour, David Jones AM's 'Inquiry into the effects of arrangements made by CFA on its volunteers' report in July 2011.

The Joint Implementation Action Plan is coordinated by CFA's Operational Training and Volunteerism (OT&V) Directorate.

The six themes are:

1. Culture and leadership to empower and support volunteerism

2. Recruitment, retention, recognition and utilisation of volunteers

3. Strengthening the volunteer-based and integrated service delivery model

4. Improved support for brigades and communities

5. Training development

6. Training and delivery assessment

**Milestone activities and strategies completed**:

- A simplified 'brigade member transfer process' adopted by the Board is now complete.
- A strategic plan for future operational training has been endorsed by the Chief Officer and the Board. An implementation plan is currently being developed.
- The Minimum Skills Review has been completed and the Chief Officer has endorsed all 22 recommendations. An implementation Plan is now being formulated.
- Published CFA training materials are now available online. Hard copies of training materials are also available through District HQ and from OT&V.
- Version 1 of Webtrain has been released. Work has commenced on version 2.
- Transition of the Field Training Campuses to Operational Training & Volunteerism will be completed by 1 July 2013.
- Planning approvals are nearing completion for the new field training campus at Mildura to service the Loddon Mallee Region.
- The Chief Officer has approved the Introduction of an 'Operational Role Progression Pathway Map'
- Field evaluation of the new Mobile Training Props started in April 2013 following the official launch by the Minister. Testing and evaluation continues across CFA districts.
- The Volunteer Support Program is progressing with 22 people now employed, some of the work done by the VSP team will support the Jones - Implementation Plan.

# Progress this Quarter

***Completed actions and milestones from the reporting period as at 30th May 2013.***

A number of Jones Inquiry Implementation actions have been completed and milestones achieved. These include:

- The Six CFA/VFBV Joint Committees continue to meet quarterly to discuss key issues affecting Volunteerism. The process of reporting through to the CFA/VFBV Joint Consultative Committee is being developed collaboratively between CFA and VFBV.
  This activity supports theme two: *Recruitment, retention, recognition and utilisation of volunteers.*

- A CFA/VFBV working party continues to develop a pilot project focussed on capturing information of members exiting CFA. We have designed a survey tool and will focus on members who have left CFA within the last 6-12 months. The pilot will run for 3 months and be evaluated on completion. It will commence in July 2013.
  This activity supports theme two: *Recruitment, retention, recognition and utilisation of volunteers.*

- A Service Delivery Discussion Paper from the Chief Officer is due for release in August 2013 with consultation across CFA and partner agencies planned until July, 2013.
  DRAFT Brigade Support Principles were tabled at the CFA/VFBV Joint Operations Consultative Committee in May for review. A small working group from the CFA/VFBV Joint Operations Consultative Committee will be established to progress the draft. The draft will be submitted at the August CFA/VFBV Joint Operations Consultative Committee Meeting for adoption prior to October 2013.
  A model to guide decision making for the Service Delivery Strategy has also been developed and reviewed at a Service Delivery Workgroup (CFA, OESC & FSC) and a draft will be tabled at the CFA/VFBV Joint Operations Consultative Committee meeting in August for discussion and amendment.
  This activity supports theme three: *Strengthening the volunteer-based and integrated service delivery model*

- A series of 'Brigade Support' principles was presented to the CFA/VFBV Joint Operations Consultative Committee on May 19th to assist in developing the CFA Act- Section 6(i) commitments. More work is required to identify issues in applying the “Principles” to CFA doctrine, corporate plans and the Service Delivery Strategy. Strengthening the connectivity of these to ensure a consistent message for the organisation is important. Most of these documents are due for completion in the next six months and we will involve VFBV in further discussion for their feedback.
  This work directly supports theme four: *Improved support for Brigades and Communities.*

- Following extensive statewide consultation with volunteers and VFBV, a Minimum Skills Review - Report of Findings and Recommendations, was presented to the Chief Officer. A review meeting between the Chief Officer and OT&V was conducted on 7 March 2013 with all 22 recommendations from the report receiving endorsement.
  An implementation plan to address the outcomes of the Minimum Skills Review is now being formulated as part of the Volunteer Support Program and will be completed by 31 July 2013. The Minimum Skills Review Report of Findings and Recommendations and supporting implementation plan will be communicated to CFA members by 30 August 2013. This activity supports Jones Inquiry theme five: *Training Development*.

- The RPL/RCC process applies to all members of CFA (volunteers & employees) and as CFA is a Registered Training Organisation, there is a formal obligation to offer RPL/RCC to achieve competency based qualifications. Piloting of an enhanced process will be completed by September 2013. Timelines have been adjusted to reflect current and anticipated activity.
  This activity supports Jones Inquiry theme five: *Training Development*.

- CFA/VFBV has commenced an analysis of brigade allowances at the October 2012 meeting of the CFA/VFBV Finance & Administration Special Purpose Committee. Consideration of impacts of the move to risk-based brigade classifications under the CFA's Brigade and Membership Classification Project will be reviewed.

- The progress of a variety of activities has been delayed due to the impact of the fire season and the priority of the Volunteer Support Program recruitment and engagement.

## Contact details

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