

# MINUTES

**Meeting:** 2010 ANNUAL AUXILIARY CONFERENCE  
**Venue:** CFA TRAINING COLLEGE, FISKVILLE  
**Date:** SATURDAY 14<sup>th</sup> AUGUST 2010  
**Time:** 1000 Hours



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**Attendance:** Ballan, Ballarat, Ballarat City, Barongarook, Barwon South West Region, Carrum Downs, Dandenong Ranges Feeding Group, Daylesford, Dromana, Dunolly, Echuca, Elmore, Frankston, Hallam, Hampton Park, Hastings, Hoppers Crossing, Kalorama/Mt Dandenong, Kyneton, Lilydale, Longwarry & District, Melton, Mildura, Monbulk, Moorooduc, Mt Buninyong, Mt Martha, Murrabit, Newstead, Point Cook, Rochester, Sebastopol, Sedgwick, Swan Hill, The Basin, Truganina, Upper Beaconsfield, Upwey, Warragul, Warrnambool, Wendouree, Werribee

**Apologies:** Benloch, Highton, Irymple, Kerang, Mansfield, Merbein, Numurkah, Riddells Creek Shepparton, Traralgon, Snake Valley

## 1. WELCOME & OFFICIAL OPENING - MC's Vickie Linaker and Sue Shaw

Vickie Linaker welcomed all in attendance, thanked CFA for providing the facilities and advised what was included in the show bags. Vickie explained the timetable for the day and advised that guest speakers arriving later in the day included Mr Paul Garvey, Director HR, Mr Peter Langridge HR Department, Deb Symonds, Executive Advisor to the Chair of the Victorian Bushfire Reconstruction & Recovery Authority and BeyondBlue spokesperson Cath Walker.

Vickie Linaker introduced VFBV President Gary Lyttle AFSM to officially open the 2010 Conference.

Gary Lyttle's address included:

- congratulated the Auxiliary Committee members for organising the Conference and on the huge number of Auxiliary members in attendance
- VFBV is proud to be associated with the Auxiliary Conference and hope the day is enjoyable for all attending
- VFBV is almost 2 years old, and has had significant issues in the past 12 months including the Royal Commission
- VFBV was requested to forward the views of volunteers on numerous issues by the Commission and forwarded 14 submissions in total to the Commission
- many phrases included in the Royal Commission Final Report are from VFBV's submissions, indicating the impact VFBV has had
- high level meeting held in regard to the recommendation to put powerlines underground; VFBV's recommendation is to wait for more economical technology to be developed
- the VFBV/Darley Leadership Scholarship Program offered to 20 volunteers has been successful; the program is conducted over 10 months and participants gain Certificate 4 in frontline management
- VFBV is to develop a Leadership Program for women and propose to offer it next year
- in closing Gary hoped all in attendance gained something from the Conference and enjoyed the day.

Sue Shaw explained the purpose of the sheets left on each seat:

1. one is to update Auxiliary contact details to ensure VFBV's database is current.
2. the other sheet's purpose is to list any issues/questions to be raised later during the Open Forum session.

## 2. **PREVIOUS MINUTES, BUSINESS ARISING, WORKING PARTY REPORT**

Vickie Linaker introduced Ex Captain Hans van Hamond AFSM, Chairman, Auxiliary Working Party.

**Previous Minutes:** Moved Roz Moynihan Daylesford, seconded Shirley Desmond Dromana That the Minutes of the previous Conference 15<sup>th</sup> August 2009 having been circulated, be taken as read and confirmed. **Carried**

### **Business arising from the 2009 Minutes:**

- Brigade magazine is now being sent to all volunteers
- Memberlink: there will be information given later in the meeting
- Auxiliary webpage includes items of interest
- including Auxiliary contact details in District contact books is working in some Districts; members are advised to talk to their Brigade's BMT if wanting to have their contact details included.

### **Report of the Auxiliary Working Party** by Hans van Hamond included:

- the Committee has developed an information kit to assist Brigades wanting to form an Auxiliary, and kits are available from Committee members; the information will be included on the webpage also
- the Committee members are disappointed at the lack of what has been achieved over the last 12 months due to the workload of organising the Conference and this will be raised later in the day and the Committee requests suggestions of what it could undertake in the future.

## 3. **'FUNDRAISING'** session conducted by Vickie Linaker PowerPoint presentation by Vickie:

### **FUNDRAISING – 'The how, why, when & where'**

#### **HOW**

1. Form a committee
2. Make sure they are going to be workers not just talkers otherwise you will end up doing all the work yourself
3. Share the work load around, involve everybody

#### **WHY**

1. Decide why you need to fundraise
2. What are you going to do with the funds once you have raised them
3. People will ask what you are fundraising for so have your specific reason well advertised so they know what they are supporting

#### **WHEN**

1. When are you going to hold the event
2. Do you need to book a venue etc.
3. What time of the year are you going to hold your event so that you will be able to maximise the support and attendance (an outdoor dance is not a good idea in winter)

## **WHERE - Where are you going to hold the event? (big decision)**

### Things to consider

1. Is the venue big enough
2. Is there enough car parking
3. Is it a suitable place for the event
4. Do you need to obtain permission from the owner of the establishment or the local Council if it is to be held in a park etc.
5. If there is food involved someone needs to have a food handling certificate

## **THE MOST IMPORTANT PART OF YOUR FUNDRAISING EVENT**

1. Have you applied for and been granted permission from your District Office
2. They can get very cranky if they find out during or after the event that you did not seek permission first.
3. Have you or do you need to apply to the Gaming Board as well, because they can get just as cranky if not more cranky than the District Office can get.

## **PERMITS**

1. If you intend to sell food items to the public you will need to apply for and be granted permission from the local Council office to do so (95,000 page application form - Not really!)
2. As of the 1<sup>st</sup> of July, temperature monitoring and recording has changed
3. If you intend having a sausage sizzle you are not required to keep regular temperature monitoring.
4. But - if you are cooking hamburgers, hot dogs or other meat products you will be required to keep recorded temperature monitoring.
5. Cakes and scones are not required to be monitored, But – if you have cream on the scones etc. you must have refrigeration and temperature monitoring recorded.

## **CHANGES TO THE RULES**

1. A group of Fire Brigades may apply for a “Declaration as a Community or Charitable Organisation” with the Victorian Commission for Gambling Regulations (eg: Knox Group)
2. Individual Brigades cannot conduct their own fundraising under this application. Each Brigade must apply individually to do so.
3. This Permit is renewable every 10 years

## **CHECK LIST**

- Reason
- Permission
- Workers
- Keep records
- Advertise
- Have fun
- Good Luck

## **Questions raised:**

*Q: How long do permits for food selling last?*

*A: Only for that event, but permits from the Gaming Board are permanent.*

*Q: The local Council can grant an annual permit if no more than 10 activities are held.*

*A: Many changes were introduced 1<sup>st</sup> July, and members are advised to check with their local Council.*

## **REPORTS FROM AUXILIARIES ON SUCCESSFUL FUNDRAISING ACTIVITIES:**

- **Jim Mowat, Longwarry & District – Community Market**
  - the Auxiliary conduct a community market on the 1<sup>st</sup> Sunday of every month from March to December
  - covering 2 ½ acres of Council land and is conducted from 8am to 1pm with community members charged \$15 per site

- up until now the insurance has been covered by the Shire, but the Shire have now said the Brigade has to have its own insurance (public liability insurance) which will reduce our profit
  - the Community market began 11 years ago as a car boot sale, and has grown in that time from 24 stalls making a profit of \$247, to now up to 210 stalls making up to \$7,000 profit for the day
  - reasons it is successful are that there is plenty of room for each outside stall holder – each has an area 11 x 5 metres as their site which can accommodate a car and trailer; inside stalls have trestle tables
  - the Auxiliary sell all the food eg. a BBQ, hot food, scones jam & cream
  - it entails a lot of work; members commence 4.15am on the day, finishing 2.30pm
  - 20 committee members manage the market and two other neighbouring Brigades assist and obtain a share of the profit
  - further information can be obtained from Jim Mowat 0417 102 641, 03 5629 9558.
- **Ruth Kneeshaw, Ballarat Auxiliary - Fashion Parade**
    - not a huge fundraiser, we are a small Auxiliary of 10 members
    - Kayes Fashion from Melbourne travel up twice a year to put on the Parade
    - has been conducted now for 12 years; the Auxiliary is paid 10% commission
    - an entrance fee of \$5 is charged and we conduct a raffle; overall making a profit of approx \$500 each time, \$1,000 a year
    - Kayes Fashion bring the clothes on racks wheeled into the station - more for the mature age woman but are good quality; they have their own label and also other known brands; the Auxiliary supply 5 models
    - the Auxiliary invites sister Auxiliaries and local church groups, community organisations etc.
    - it's an enjoyable afternoon and good profit for little work; our only outlay is a small gift for the models and afternoon tea
    - the parade is held at the station and the Brigade members assist in the preparation
    - the Auxiliary also conduct successful sausage sizzles throughout the year.
  - **Alicia Mummery, Werribee Auxiliary - 3 major annual fundraising activities:**
    - 1. Shopping Spree**
      - has been held for the past 9 years
      - a bus load of members including neighbouring Brigades, family, friends etc.
      - Auxiliary makes approximately \$1,000 profit for the day.
    - 2. Xmas Craft Day**
      - a fun craft day is now in its 6<sup>th</sup> year
      - costs \$25 per member for the day which includes food, and all craft materials
      - different crafts are taught eg. making Xmas cards
      - is usually attended by 35 to 45 women and the day includes a trading table, raffles etc.
      - Auxiliary makes \$600 to \$1,200 a year profit for the day.
    - 3. Cook Book**
      - the Auxiliary produced a cook book a few years ago which sold for \$7.50 per book
      - recipes were contributed by Brigade members
      - the Auxiliary is to produce another for the Brigade's 100<sup>th</sup> Anniversary in a few years.
  - **Phoenix Greeting Cards** spokesperson Jasmine Filmer, who had a display of samples at the Conference, addressed the meeting:
    - Phoenix Cards is an international company launched in Australia in 2006
    - fundraising packs are provided for all attendees and include sample cards, brochures, ordering forms, Xmas supplement

- the cards are not sold in retail outlets or internet, only via fundraising, markets etc.
- usually 10% is donated to the association
- Auxiliaries can choose to drop into letterboxes, collecting orders and then making deliveries, or conduct a selling day
- Phoenix has developed charity cards eg. the bushfire appeal, and the McGrath Foundation; many sellers sell the cards purely for a charity.

#### 4. **MEMBERLINK – DAVID YOUNG**

Address by David Young on Memberlink included:

- program is a rewards program for CFA and SES Victorian volunteers
- Emergency Memberlink – Statistics:
  - Over 26,000 Members
  - Over 200 new sign-ups per month
  - 5,000+ Volunteers visit the website each month
  - 30,000+ website hits each month
  - 400+ Volunteers phone the Memberlink Team each month
  - 350 Auxiliary Members (without CFA ID #s) have signed up for Memberlink
- What members are spending:
  - Coles & Woolworths - \$350k p.a.  
5% discount on groceries & petrol via pre-purchased gift cards
  - Car Rental - \$220k p.a.  
Government rates and reduced insurance excess
  - Computers - \$50k p.a.  
10% discount on selected Dell products
  - Movie Tickets - \$36k p.a.  
Save up to 25% on pre-purchased movie tickets
  - Hotel/Motel Accommodation - \$25k p.a.  
10% discount at Accor Hotels. Govt rates at Choice Hotels & Constellation Hotels
  - Garden Products - \$15k p.a.  
The largest range of plants and landscape products at trade prices from Plantmark.  
Minimum 10% off Davey water products
  - Travel Insurance - \$13k p.a.  
40% on travel insurance through Chartis
  - And more - including ones we don't get stats on e.g. McDonalds, Bridgestone etc.
- Auxiliary members who are recorded as operational members apply for their Memberlink card in the normal way including on line at [www.emergencymemberlink.com.au](http://www.emergencymemberlink.com.au)
- Stand alone Auxiliary members need to have their Captain or Secretary contact the Memberlink Team (1800 820 037 or [members@emergencymemberlink.com.au](mailto:members@emergencymemberlink.com.au)) and provide the Auxiliary member 's details. The Memberlink Team will then allocate an Auxiliary number and send the welcome kit to the member's address.
- Members are encouraged to recommend any new benefits that they would like to see included in the Memberlink Program. They can do this by calling or emailing the Memberlink Team.

#### 5. **GUEST SPEAKER - DEB SYMONDS, EXECUTIVE ADVISOR TO THE CHAIR OF THE VICTORIAN BUSHFIRE RECONSTRUCTION & RECOVERY AUTHORITY**

Presentation by Deb Symonds included:

- tendered Christine Nixon apologies; Christine was unable to attend as she is handing over to the new Chair today
- worked for CFA in the past on a range of different things including the development of Brigades On-line; worked for Victoria Police for 20 months
- following the 2009 Bushfires was asked to assist Christine Nixon as Chair of the Bushfire Reconstruction & Recovery Authority
- not much known was the huge loss of lives due to the heat on February 7<sup>th</sup>

- the Authority worked in the local communities, letting each community make their own decisions as they know best what needs to happen
- difficulty was the large number of communities needing support at the same time – 109 localities across the State – all were impacted on differently, with different issues
- recovery is so much more than relief; the human aspect of recovery includes reconstruction of the physical stuff and environmental and economic recovery; erosion issues still continue today
- needed to work at engaging with those who wanted to help
- the huge amount of material aid which was donated and arrived could not be managed by volunteers alone; organisations such as Lindsay Fox came on board and assisted by providing a warehouse and their expertise etc.
- the material aid has all now been distributed with the remainder given to St Vinnie's; fire affected families can still obtain this aid free of charge
- 3,000 properties had to be cleaned up immediately due to risks of asbestos, health risks etc. and were cleaned up at no cost to the owners
- our work entailed travelling every day for the first 100 days, to ensure we met with all the communities
- community meetings were conducted; some communities were more organised than others with recovery plans already developed; in most communities people have stepped up showing community leadership
- planning days were held in most of the communities, conducted by facilitators to capture what needed to be done for the future
- case management services were provided, with 5,000 people taking up the offer of this support; there is still approx 1,000 people receiving this support
- the term 'firebrain': having difficulty making decisions, shuts down a person's decision making process and can effect short term memory; every person does it at their own pace, many may take 5 years to recover from the trauma
- over 600 programs have been funded by small grants which provide the opportunity for the community to come together eg. craft groups, weekend breaks etc.
- of the \$390M donated to the Red Cross Bushfire Appeal:
  - between \$360M and \$370M has been distributed to fire affected people
  - of this approx \$40M was dedicated to community projects the remainder to individuals eg. if a person lost their home, they received over \$100,000
  - 43 children were left orphans as a result of the bushfires and will be provided for up the age of 26 years by the Fund.

Deb Symonds advised she will be returning to work for Victoria Police, but also will be taking time to continue working with Christine Nixon to assist her develop a leadership program for women.

## MEETING ADJOURNED FOR LUNCH

6. **'VOLUNTEER HEALTH CHECK'** address by Guest Speaker Peter Langridge, CFA HR Department  
Presentation included:
- 3,100 volunteers have been through the Health Check Program; approx 230 of which were referred to their own doctor for various reasons
  - CFA have put in a submission to fund the program over the next 3 to 5 years
  - The program will be offered to Auxiliaries next year at District level
  - What is Fatigue?
    - fatigue can be caused by work related factors, factors outside of work and/or a combination of both, and may accumulate over time

- fatigue is more than feeling tired or drowsy. It is an acute and/or ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries
- effects of fatigue on health and work performance can be short term and long term; short term can include impaired work performance
- Heat stress
  - Overexertion in hot conditions can lead to heat stress when your body's cooling system cannot cope.
  - Early symptoms will progress to late symptoms if left untreated (a medical emergency).
- Heat stress cooling techniques
  - Task rotation
  - Hydration
  - Cool shaded area for rehabilitation
  - Lower arm cooling
  - Use of towels to assist cooling
- Hygiene
  - hygiene stations are provided at every staging area
  - 20 hygiene stations are located at State logistics centre, which can be on the road at 45 minutes notice
- CFA have purchased 2 shipping containers which will be fully equipped by October, for setting up at a staging area where required – these pods are ideal for short term fires/incidents and have fold up benches/chairs inside which can be used once the equipment has been unloaded.

### Questions raised:

*Q: Are there plans to obtain more Staging Area pods?*

A: Two are being trialed this coming fire station, and if successful may obtain additional Pods to be located at different locations around the State. There is also a full size station available as a backup.

*Q: Do you have a web site?*

A: Website <http://healthwatch.vic.gov.au> has further information on health, fireground health issues etc.

## 7. 'BEYONDBLUE' - Guest Speaker Cath Walker

Presentation and discussion included:

- BeyondBlue is a national non profit organisation with an aim to raise awareness in communities of depression and related conditions such as anxiety and substance use.
- **Depression:**
  - is a clinical illness
  - symptoms can be physical or behavioural
  - affects feeling and thinking processes
  - feeling down or miserable/lack of interest or pleasure
  - can last for two weeks or more
- **Anxiety disorders:**
  - different diagnostic criteria for different anxiety disorders
  - is more than just feeling stressed
  - different to our normal reaction to everyday events
  - cannot be brought under control easily
  - feelings can be overwhelming

- post traumatic stress type reactions occurred with many people following Black Saturday and may occur weeks/months later eg. avoiding particular areas, feeling numb, very emotional or unemotional, physical symptoms
- BeyondBlue provided training in many fire affected areas assisting community members to understand the impact of disaster on individuals, relationships and communities and how to recognize and assist those who are experiencing ongoing difficulties)
- indicators of when a person needs to obtain professional help may include talking incessantly about the event, or the reverse, and not able to talk about it at all
- BeyondBlue works to promote community awareness and understanding
- over half of people affected, do not seek help and put up barriers in seeking help eg. think they're being weak, the stigma, lack of understanding, access to services
- treatment can include:
  - medically: anti depressants
  - physiological treatment: working on signs/symptoms, their thinking; this treatment can be very effective, a 6 week treatment is a reasonable length of time
  - lifestyle changes eg. just taking a 30 minute walk a day
  - Medicare rebates are available for treatment.

**BeyondBlue information line:** 1300 22 4636;  
[www.beyondblue.org.au](http://www.beyondblue.org.au) / [www.youthbeyondblue.com](http://www.youthbeyondblue.com)

### **Questions raised:**

*Q: If someone is depressed, how do you get them to acknowledge they need help?*

A: Suggest obtain information/contact numbers etc. and encourage them to make contact for help, advise could be a physical thing or something else, bring the subject up and have the information/contact numbers on hand, or a comment like depression is a common illness like heart disease and in fact can cause heart disease.

*Q: Is it hereditary?*

A: Yes it can be.

MEETING ADJOURNED FOR AFTERNOON TEA

Vickie thanked the Broadford, Monbulk and Narre Warren Brigades who provided their Catering Trailers from which afternoon tea was served and presented them with gifts as a show of appreciation.

8. **'RECRUITMENT & ROLE'** session conducted by Jan Jilbert  
 PowerPoint Presentation by Jan Jilbert:

### **RECRUITMENT AUXILIARY MEMBERS**

#### **Personal Contacts**

- Spouses and family of existing members
- Family
- Friends
- Workmates
- Neighbours

#### **Public Messaging**

- Community Groups – Service clubs
- School Groups - Secondary schools, Tertiary Institutes
- Church Groups
- Retirement Groups

## Media

- Press Releases
- Photo Opportunities
- Localise your media releases and incorporate local Fire Fighters in your photos

## Recruitment Message

- *What is the purpose of the Auxiliary and its role?*
- Give an explanation of your work...
- Why you do it?
- Why their help is so important?
- People will give more thought to your approach if they can see the big picture

## Volunteers Role

- Try to be specific – whilst not alarming your potential recruit!
- Consider having an information pack available, perhaps this could contain background information and details of the role your auxiliary provides

## Benefits

- Helping your community and neighbours
  - Skills and experience gained and learnt
  - New lifelong friendships
  - Courses & Member Benefits are offered; 1<sup>st</sup> Aid, Food Handling, Emergency Member link
- A personal invitation will often yield a more positive response, especially when extended by someone familiar or with similar interests*

## How to Recruit Members

- Don't wait for someone to approach your group, try going to them.
- Contact local service groups – Lions Clubs, Rotary etc, and offer to send a speaker to their meeting to explain your auxiliary role.
- Approach your local secondary college or tertiary institute and see if an information session can be arranged with the students.
- Retirees often have spare time, not to mention valuable skills they can offer, so approach your local Retirement group.
- These days retirement does not mean old and decrepit. There are large numbers of quite young retirees out there. In any case, age is not necessarily a barrier to volunteerism.
- Young and old alike can contribute and feel good doing so.
- Your local council may also have a volunteer resource centre. Check it out.
- Use the local media to your advantage to inform your community of your existence and need for help.
- Make sure that any press or photo opportunities of your activities contain contact information.
- Your recruitment message should be compelling and positive
- Explain the Auxiliary's role and the need for ongoing help (as much or as little as the recruit is comfortable in offering)
- Make the message short, simple and direct, stressing the importance of volunteers and the good they do.
- Don't forget to stress the social aspects and friendships' that will be gained.
- Most importantly – **YOUR COMMUNITY NEEDS YOUR HELP**

## Managing Volunteers

- Follow up all enquiries from prospective members, but don't push too hard
- People who feel pressured to volunteer will often retreat.
- Provide them with the information they seek about your auxiliary (the role they can play, time commitment required etc)
- Keep time demands reasonable. Everyone is busy!
- Use members time wisely and effectively. Match members tasks and responsibilities with their individual skills, abilities, interests and time constraints.
- Remember to make new members in particular welcome, introduce them to the group.
- Volunteers who feel a group or cliquey or unwelcoming are less likely to stay.
- Don't just assume that members will FIT IN. New members will require some nurturing to feel comfortable in their environment whilst they find out just what they can contribute.

- Make it fun. All work and no play can turn members away and allow older members to become disenchanted. Plan some social activities that involve everyone.
- A good social event will always help out - to out way the mundane slog of fundraising.

#### **FINALLY...**

- Don't take your team for granted...
- Ensure **ALL** members feel valued, both old and new.
- Recognize and commend people for their contributions, either publicly at meetings or by way of a personal thank you - such as a phone call for a job well done.
- We all like to feel good and be recognized for our efforts, and a heart felt **THANK YOU** will help to motivate and sustain a hard working volunteer and it costs' nothing.
- With team work and a common goal anything can be achieved, despite differing opinions on how to do it!

Vickie Linaker explained the purpose of styrene boxes on display was for storing of food etc. of which several pallets have been donated to CFA and are obtainable from the central store; also include freezer bricks.

#### **9. '2011 AUXILIARY CONFERENCE'** conducted by Sue Shaw

Report included:

- Committee is concerned at the lack of achievements due to the workload of organising the annual Conference
- the Committee's proposal is that the Auxiliary Conference be held at Fiskville every 2 years and on alternate years, mini Conferences be held in District areas
- there are currently 172 Auxiliaries, but the Conferences are only attended by approx 36; by conducting meetings in Districts would reach more Auxiliaries and members
- if a District covered too large an area, 2 meetings could be held in different locations
- Auxiliary Committee members are willing to travel and manage/assist with each Conference, would arrange Guest Speakers and CFA have indicated funding would be available; could include health check for those attending.

#### **Questions raised:**

*Q: Is it proposed to hold one mini Conference a year, or a mini Conference in each District every year?*

*A: Its proposed to hold a mini Conference in each District every second year, which will entail numerous Conferences. Depending on the mileage spread of a District, may need to conduct 2 to ensure we are able to reach more auxiliaries.*

*Q: Does every District have a Committee member?*

*A: Not necessarily living in, but each District has a Committee member delegate.*

The meeting was asked whether it agreed to the proposal to conduct the next Conference at Fiskville in 2012 with mini Conferences to be conducted in District areas on alternate years – by a show of hands, the proposal was agreed to by the meeting.

#### **10. 'OPEN FORUM' – Questions/Issues Raised**

Answers to questions/issues were provided by Working Party Chairman Hans van Hamond AFSM and Paul Garvey Director HR.

*Q: For Auxiliary members to be covered by CFA insurance in case of an accident, do they need to be registered as non-operational members of the Brigade?*

*A: Paul Garvey advised Auxiliary members are covered by compensation for personal injuries sustained during CFA service. The benefits are based on the WorkSafe Compensation Scheme. A claim may be lodged on the CFA Compensation form available at District Offices. If Auxiliary members become Brigade members (non-operational) then they*

would be covered by the volunteer compensation scheme which is the same scheme as that for volunteer firefighters and in certain cases has a higher level of compensation cover.

*Q: For our Juniors to help out at an activity, they are required to produce signed permission forms.*

A: This is a local issue and should be raised with the Brigade BMT and District office.

*Q: When fundraising, what is the dollar amount before you have to have printed tickets?*

A: If the raffle prize is worth \$500 or less, printed tickets are not required.

*Q: Is there a generic Auxiliary Constitution that is recommended to work on/under?*

A: VFBV have two sample Constitutions available, also available on the website.

*Q: Copy of the Conference notes would be helpful.*

A: The Minutes of the Conference will be forwarded to all Auxiliaries.

*Q: How do others maintain their membership records?*

A: Usually by including in Minutes, maintaining a record eg. 'little black book', or District office records.

*Q: There can be a dispute about a member's service, even with members in the Auxiliary for 50 years.*

A: Suggest including in the Minutes when a service award is presented as one way to record service, or maintain a ledger.

*Q: Does a break in service count eg. a break of 5 years for a member with 30 years service?*

A: All service is counted, and a break of service does not count.

*Q: Are VFBV looking at a 5 year badge for Auxiliary members to line up with the new CFA awards?*

A: CFA do not have a 5 year badge, but a 5 year certificate. VFBV do not have a certificate available, but there is a 12 months service badge.

*Q: Difficulty with the time frame around CFA requisite for fundraising eg. that it needs to go to a Brigade meeting first, as in the case where receive a call Friday night to cater for a function next week.*

A: It's possible to obtain a 12 month application from District Office; recommend see your VFBV District State Councillors as may be a local issue.

*Q: 1<sup>st</sup> aid training for Auxiliary members; we seem to miss out on 1<sup>st</sup> aid training as the resources go towards Brigade operations as a priority.*

A: CFA policy is there be 5 qualified members per Brigade; and the priority is for members who attend incidents. 80% of the training budget goes on 1<sup>st</sup> aid training in some Districts.

There is a CFA Discussion Paper currently out for comment which is on Brigades On-line and the VFBV website - recommend members/Brigades comment on this paper.

Also suggest discussing with the Brigade's BMT of using your own funds to pay for a 1<sup>st</sup> aid course yourselves.

*Q: When Auxiliary members are working at the station with catering during an incident, and all the 1<sup>st</sup> aid trained Brigade members are at the incident, there are no trained members if an accident occurs at the station.*

A: Recommend take the opportunity to forward your comments on the Discussion Paper.

*Q: Are Auxiliary members covered by insurance at any Brigade/Auxiliary activity?*

A: Yes, if a CFA registered member with an ID number; unregistered members are covered by Workcover insurance.

- Q: Can you explain or clarify the difference between trauma and grief/loss? In relation to the fires, they all went through trauma, is that the same as their grief/loss (of personal, material items)?*
- A: Further information is provided in your show bag, and you can call BeyondBlue to clarify any issue. Also information/education material is available on Brigades On-line. The Peer Support program that CFA offers to operational and non operational members can provide support – your Brigade Secretary will have access to this information.
- Q: Is a copy of the Fundraising PowerPoint presentation available?*
- A: Will be available via email from VFBV on request.
- Q: Is there an age limit for Auxiliary members? We are an elderly group.*
- A: No there is no age limit – just need some common sense for activities undertaken etc.
- Q: With future Conferences as Fiskville, is accommodation available on the Friday night?*
- A: Yes accommodation is available Friday night as well as Saturday night.
- Q: Is there a difference of CFA insurance coverage levels for small rural Brigades?*
- A: Insurance coverage is the same whatever the size of the Brigade. Will not be a called Rural/Urban Brigades much longer once the new Brigade Classification is introduced.
- Q: In regard to the food handlers course, changes by Council were advised in local paper.*
- A: Changes have been made, recommend contacting your local Council regularly of what changes are introduced.
- Q: Congratulations are extended to the Auxiliary Committee members, but if you do not have time to achieve anything other than organising the Conference, suggest maybe the Conferences could again be organised/conducted by an Auxiliary, freeing up the Committee.*
- A: This year there was a lack of time to achieve other things due to our meeting immediately following last year's Conference being delayed until February this year due to a number of circumstances.  
We will have more time in future with proposed more regular meetings, and as the Conference is a much larger affair now it would be even more challenging for an Auxiliary along to organise. Also by conducting mini Conferences in District areas on alternate years, it is hoped to reach many more Auxiliaries and members.
- Vickie Linaker and Sue Shaw reported they have developed in their District, a database of Auxiliary members/manpower available eg. members willing to work on TFB days, willing and able to go on strike teams to assist on fireground with admin, fetch & carry etc. Their aim is to establish such a database in each District – will need a strong Auxiliary in each District to manage/maintain.
- Q: Don't members require Minimum Skills to go on a strike team?*
- A: Yes, to go on a Strike Team a member must complete the full Minimum Skills course. But if going onto the fireground to do other activities eg. take out food, the member would only need to do the safety and awareness part of the Minimum Skills course, which may only entail a one day session.
- Q: What is the address of the Auxiliary web page?*
- A: The Auxiliary webpage is included on VFBV's website at [www.vfbv.com.au](http://www.vfbv.com.au) or just enter VFBV into Google.

## 11. ***CLOSE OF CONFERENCE***

Mr Paul Garvey, Director HR CFA, closing address included:

- update of CFA's continued recovery, health and well being support to members impacted by the 2009 Bushfires
- CFA put in place a 2 year welfare support plan in conjunction with World Vision Australia
- include dedicated welfare support teams in each Region eg. physio, peer support, HR managers
- considerable work over the last 12 months has included:
  - 230 functions conducted to enable social reconnection
  - 600 information and education sessions
  - 25,000 letters forwarded informing members what is available
  - consulting physio's have provided 2,000 hours of support
  - chaplains have provide 4,000 hours of support
  - peers have provided 5,000 hours of support
  - support provided to all volunteers/staff who have provided statements or attended hearings at the Royal Commission
  - following the Royal Commission final report, over 100 volunteers/staff , whether named in the report adversely or not, were contacted and asked if needing additional support
  - this support will continue for a number of years with future committal hearings etc.
- CFA will continue to change on how best to support communities
- need to continue yourselves to look at the roles Auxiliary members serve.

In closing the meeting, Paul Garvey congratulated all Auxiliary members on the work they do and hoped all enjoy the Conference Dinner tonight.

MEETING CLOSED AT 4.45 pm