



SERVICE STANDARD 1.5.3

NSW RFS/RFSA CONSULTATIVE COMMITTEES

ITEM	DESCRIPTION
Version Number	v1.2
SOPs	➤ None
Owner	Executive Director, Membership and Strategic Services
Contact	Director, Corporate Planning, Risk and Learning
Approved Date	20 August 2019
Effective Date	20 August 2019
Next Review Date	20 August 2021
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 The Commissioner relies on a variety of consultative committees for advice on the operations and management of the NSW Rural Fire Service (NSW RFS).
- 1.2 This Service Standard covers the committees that operate between the NSW RFS and the Rural Fire Service Association (RFSA).
- 1.3 The committees consist of the:
 - Community Engagement Consultative Committee;
 - Infrastructure Services Consultative Committee;
 - Membership Services Consultative Committee; and
 - Operations Consultative Committee.
- 1.4 The Young Members Group is a sub group of the Membership Services Consultative Committee.
- 1.5 This Service Standard provides information on the management, membership and Charter of the NSW RFS Consultative Committees.

2 Definitions

- 2.1 For the purpose of this Service Standard and its accompanying Charter, the following definition applies:
 - a. **Working group:** a group convened for a specific project and for a defined period of time. A working group may include NSW RFS members who are not members of a Consultative Committee.

3 Policy

- 3.1 The management of the Consultative Committees will be coordinated by the Membership and Strategic Services Directorate.
- 3.2 The membership of each Consultative Committee shall be as follows:
 - a. A NSW RFS Executive Director (Chair);
 - b. A RFSA Director (Deputy Chair); and
 - c. Eight RFSA members.
- 3.3 Each committee shall be supported by an Executive Officer nominated by the NSW RFS.
- 3.4 Committee membership shall be sought through an Expression of Interest (EOI) process managed by the RFSA. The eligibility criteria and accessibility to the EOI process shall be determined by the RFSA.
- 3.5 Subsequent to the EOI process, the RFSA shall maintain a pool of four alternate delegates to represent members unable to attend a committee meeting.
- 3.6 Term of appointment shall be two years, after which time a new EOI process shall determine committee membership. If a member is unable to complete their term, a replacement will be selected by the RFSA from the predetermined pool of alternate delegates.
- 3.7 Members may sit on only one Consultative Committee at a time.
- 3.8 Unless otherwise determined and wherever possible, each committee shall include both volunteer and staff members. The ratio of volunteer to staff RFSA delegates for each committee shall be determined by the RFSA.
- 3.9 At the conclusion of each committee's membership a summary of business and any outstanding items is to be handed over to the incoming committee.
- 3.10 To contribute to continuous improvement of the consultative committee arrangements, wherever possible, an after action review is to be conducted with the outgoing committee, and the results communicated to the Director Corporate Planning, Risk and Learning
- 3.11 The RFSA shall maintain a register of business papers to facilitate the timely resolution of committee matters.
- 3.12 Committees may form working groups as the need arises, and shall provide such working groups with relevant terms of reference.
- 3.13 Committees shall provide advice to the Commissioner on issues falling within their Charter or on matters incidental to that Charter. The Commissioner may invite any committee to provide advice on any matter.
- 3.14 Committee members are bound by this Service Standard to observe confidentiality on matters which the Chair of the committee or the Commissioner declares to be confidential. Such matters must not be communicated outside of the committee except in a form approved by the committee Chair or the Commissioner.
- 3.15 Committee members are expected to carry out the responsibilities of membership, including attendance at meetings and other tasks assigned by resolution of the committee.
- 3.16 The Commissioner may rescind the membership of a member of a committee for non-compliance with this Service Standard.
- 3.17 Generally, all consultative committee meetings shall be held at NSW RFS Headquarters at Sydney Olympic Park, with all committees meeting on the same day. Alternative arrangements may be made from time to time, with the agreement of the Commissioner and the RFSA.
- 3.18 NSW RFS subject matter experts may be invited to attend the committee as needed, at the discretion of the Executive Director.
- 3.19 The Executive Director Membership and Strategic Services is responsible for the reporting of the business of the Consultative Committees to corporate bodies including but not limited to, the Corporate Executive Group, Audit and Risk Committee and the Annual Report.

Conflicts of Interest

- 3.20 A committee member with an actual or perceived financial or other conflict of interest in a matter before a committee must declare that interest to the Chair of the committee and, if requested, must disqualify themselves from discussion of and voting on that matter. The minutes of the meeting shall reflect the declaration of the conflict of interest.
- 3.21 The Executive Officer of each committee shall maintain a Conflicts of Interest register.
- 3.22 The onus is on the committee member to declare a conflict of interest.
- 3.23 Cases where a conflict of interest is in doubt, or in question may be referred to the NSW RFS Professional Standards Unit for a ruling.
- 3.24 For more detail, refer to NSW RFS Policy P1.1.3 Conflicts of Interest.

Recordkeeping

- 3.25 All records pertaining to a Committee shall be maintained in the designated folder in the approved NSW RFS recordkeeping system.

Review of this Service Standard

- 3.26 This service standard will be reviewed every two years in line with the committee membership cycle.

4 Links

- > [Rural Fires Act 1997](#)
- > [Government Sector Employment Act 2013](#)
- > [P1.1.3 Conflicts of Interest](#)
- > [Service Standard 1.1.7 Code of Conduct and Ethics](#)
- > [Service Standard 1.1.1 Management of NSW RFS Policy Documents](#)
- > NSW RFS/RFSA Consultative Committee Charter
- > Renton, N.E., (2005) *Guide for Meetings and Organisations*, Vol 2, 8th Ed, Thomson Lawbook Company, Australia

5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
17 October 2001	1.0	Initial release as Service Standard 1.1.18 NSW RFS Consultative Committees
23 April 2004	1.1	<ul style="list-style-type: none">> Repeals and remakes SS 1.1.18 v1.0> Amends clauses 1.1, 2.10.1(a) and 2.10.7(e)
1 September 2004	1.2	<ul style="list-style-type: none">> Repeals and remakes SS 1.1.18 v1.1> Amends Heading "Issue" to include RFSAC endorsement 18 August 2004
29 May 2009	2.0	<ul style="list-style-type: none">> Repeals and remakes SS 1.1.18 v1.2> Complete review and adoption of new format> Replaces references to "Non Statutory Standing Committee" with "Consultative Committee"
1 July 2014	2.1	<ul style="list-style-type: none">> Repeals and remakes SS 1.1.18 v2.1> Reflects current committee structure

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 August 2016	1.0	<ul style="list-style-type: none"> > Repeals and remakes SS 1.1.18 v2.1 > Renumbered as Service Standard 1.5.3 v1.0 to align with Service Standard Index categories > Retitled to NSW RFS/RFSA Consultative Committees > Complete review > Updates current position titles
19 July 2019	1.1	<ul style="list-style-type: none"> > Repeals and remakes SS 1.5.3 v1.0 > Comprehensive review of Service Standard and Charter
20 August 2019	1.2	<ul style="list-style-type: none"> > Repeals and remakes SS 1.5.3 v1.1 > Clause 3.2(c) of the SS, and clause 3.1(c) of the Charter – to align with the Area Management model



RFSA

NSW RFS/RFSA Consultative Committee

<Insert name of Committee>

Charter

1 Establishment

The Committee has been established under Service Standard 1.5.3 NSW RFS/RFSA Consultative Committees by the NSW Rural Fire Service (NSW RFS) and the Rural Fire Service Association (RFSA) to provide advice to the NSW RFS on matters pertaining to <insert appropriate Directorate/business area>.

2 Purpose

The purpose of the Committee is to:

- a. Provide a forum for consultation for the development of NSW RFS initiatives, policies and future direction
- b. Discuss and propose solutions to significant issues in relation to:
 - <insert appropriate subject matter as bullet points>
- c. Consult and provide advice on any high level agency issues that materially affect:
 - <insert appropriate business area as bullet points>
- d. Form working groups as required for specific tasks
- e. Contribute to the maintenance of the business paper register
- f. Provide a forum to discuss and provide advice on any policies and service standards released for comment.

3 Procedures

3.1 Membership

Membership of the Committee is:

- a. NSW RFS Executive Director <insert Executive Directorate name> (the Chair);
- b. RFSA Director <insert RFSA Director name> (Deputy Chair);
- c. Eight RFSA members with preferably at least one member representing each of the seven NSW RFS areas; and
- d. NSW RFS Director or other membership as determined by the Executive Director <insert Directorate name> on a needs basis, as advisors.

Note: Members can only sit on one committee at a time.

3.2 Chair

The Executive Director <insert Directorate Name> of the NSW Rural Fire Service is the Chair.

3.3 Deputy Chair

A RFSA Director nominated by the RFSA is the Deputy Chair.

3.4 Meetings

- a. Meetings are held three times a year, ideally in March, July and October at NSW RFS Headquarters.
- b. Business will generally be dealt with in one day, however the Chair reserves the right to meet on the following day, should the need arise.
- c. Meeting agenda and minutes will be recorded using the approved template.

3.5 Attendance

It is expected that members of the Committee will make every effort to attend meetings. In the event of a committee member being unable to attend a meeting, the RFSA may invite one of the predetermined alternate delegates to represent the absent member.

3.6 Decision making

The Committee agrees that speedy resolution of matters sent to it for determination is fundamental. It therefore accepts the principle of, wherever possible and appropriate, making decisions on those matters which are identified on the meeting agenda. Where this is not possible, the minutes of the meeting will record when a decision relating to the agenda item will be made. This may include addressing items out of session.

3.7 Quorum

A Quorum is when 50% or more of the Committee Members including the Chair and Deputy Chair, are present.

3.8 Executive support

The <insert position title> is the Executive Officer and shall be responsible to the Chair for the following support to the Committee:

- a. The preparation and submission to the coordinating officer of:
 - i. Agendas, previous minutes and business papers at least four weeks prior to the scheduled meeting
 - ii. draft minutes on the approved template and including responsibilities for further action, within one week of the meeting
- b. Circulation and coordination of items addressed out of session
- c. Any supporting administrative and logistical arrangements for the meetings.

3.9 Submission of agenda items

- a. Agenda items shall be received by the Executive Officer at least five weeks prior to the scheduled meetings.
- b. Business papers relating to agenda items submitted by the NSW RFS and RFSA shall be on the approved template and shall have the following structure:

- i. Author
- ii. Issue
- iii. Background
- iv. Present Position
- v. Proposal
- vi. Recommendation (for noting or action)

3.10 Submission of late items

- a. Late agenda items will only be accepted where they are of an urgent nature and approved by the NSW RFS Executive Director or the RFSA, as appropriate.
- b. Such approved late agenda items may only be accepted with the Chair's prior approval.
- c. The Executive Officer will ensure late agenda items are circulated to the Committee membership no later than 48 hours before the meeting.

3.11 Conduct of meetings

- a. The meetings shall be conducted in line with the agenda provided.
- b. Late items approved by the Chair shall be discussed during general business unless the Chair believes it is appropriate to discuss the issue at some other point on the agenda.
- c. RFSA Committee members shall be responsible for reporting the activities of this Committee to RFSA Divisional Committees.

3.12 Decisions/resolutions of the Committee

- a. The decisions and resolutions of the Committee shall generally be made by consensus. Where consensus is not possible, the Chair shall determine the appropriate decision.
- b. The Executive Officer shall action resolutions that refer a matter to another committee.

3.13 Other participants

- a. With the agreement of the Chair, subject matter experts may be invited to attend the relevant portion of the meeting to provide expertise to an agenda item.
- b. In order to minimise inconvenience to the officer/s concerned, the Executive Officer will inform the officer of the time they are due to speak and every effort shall be made to adhere to this arrangement.

3.14 Presentations

From time to time, presentations may be given to the Committee on current issues relating to the business of the Committee. Presentations will take no longer than 15 minutes. Additional time may be allowed for questions and answers.

3.15 Review

This Charter will be reviewed along with the related *Service Standard 1.5.3 NSW RFS/RFSA Consultative Committees* every two years in line with the two-year Committee membership cycle.