

**BUSH FIRE BRIGADE LOCAL LAW
LOCAL GOVERNMENT ACT 1995
CITY OF BUNBURY
BUSH FIRE BRIGADE LOCAL LAW 2024**

Under the powers conferred by the *Bush Fire Act 1954* the *Local Government Act 1995* and by all other powers enabling it, the Council of the City of Bunbury resolved on **DATE** to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation and Application

- (1) (This local law may be cited as the *City of Bunbury Bush Fire Brigade Local Law 2024*.)
- (2) This local applies throughout the district.

1.2 Commencement

This local law comes into operation 14 days after the day of its publication in the Government Gazette.

1.3 Repeal Provisions

The City of Bunbury Bush Fire Brigade Local Law 2023 published in the Government Gazette dated 24 October 2023, is repealed.

1.4 Interpretation

- (1) This local law unless the context specifies otherwise –
 - Act** means the Bush Fires Act 1954;
 - Brigade** means the Bunbury Volunteer Bush Fire Brigade;
 - brigade Member** means any member referred to in Clause 4.1;
 - bush fire brigade** is defined in section 7 of the Act;
 - bush fire brigade area** is defined in Clause 2.2(1)(b);
 - CEO** means the Chief Executive Officer of the local government;
 - Chief Bush Fire Control Officer** is as defined in the Act;
 - Department** means the Department of Fire and Emergency Services on Western Australia;
 - district** means the district of the local government;
 - local government** means the City of Bunbury;
 - normal brigade activities** is defined by section 35A of the Act;
 - Regulations** means Regulations made under the Act;
 - Rules** means the Rules Governing the Operations of Bush Fire Brigades set out in the First Schedule.
- (2) In this local law, unless the context otherwise requires, a reference to –
 - (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary;
 - (g) a Treasurer;
 - (h) a Secretary/Treasurer combined.

Means a person holding that position in a bush fire brigade.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - a Captain;
 - a First Lieutenant;
 - a Second Lieutenant;
 - additional Lieutenants if the local government considers it necessary;
 - an Equipment Officer;
 - a Secretary; and
 - a Treasurer; or
 - a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

- (3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
 “commencement day” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (1) provide leadership to volunteer bush fire brigades;
- (2) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (3) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (4) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of July each year.

3.7 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.8 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (1) Bush Fire Advisory Committee; or
 - (2) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.9 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.10 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.11 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

3.12 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (1) active members;
- (2) probationary members;
- (3) auxiliary members;
- (4) cadet members; and
- (5) honorary life members.

The duties of the Bush Fire Brigade members are set out in the Rules in the First Schedule.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal, and management of brigade members by the bush fire brigade are governed by the Rules set out in the First Schedule.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (1) provides funding to bush fire brigades for the purchase of protective clothing, equipment, and appliances; and
- (2) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1 Interpretations

- (1) In these rules unless the context otherwise requires, where a term is used in these rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
- Appliance** means a Brigade vehicle as provided by the City or DFES and used by the Brigade for firefighting and associated purposes;
 - Area Officer** means a person in the position of Area Officer as appointed and employed by DFES means the Department of Fire and Emergency Services;
 - Association of Volunteer Bush Fire Brigades (AVBFB)** means the AVBFB as established and incorporated to represent the Bush Fire Volunteers of WA;
 - Brigade Activity** has the same meaning as Normal Brigade Activities as defined in Section 35A of the Act;
 - Commissioner** means the FES Commissioner;
 - Committee** means a advisory committee established by the Brigade to undertake a specific or supportive role as defined in Section 67 of the Act;
 - DFES** means the Department Fire Emergency Services
 - Fire Station** means the Bunbury Bushfire Brigade Fire Station located at Clements Street, Davenport;
 - Personal Protective Clothing (PPC)** means the Personal Protective Clothing as provided to members by the Brigade;
 - Personal Protective Equipment (PPE)** means the Personal Protective Equipment as provided to members by the Brigade;
 - OIC** means Officer in Charge;
 - Station** has the same meaning as 'Fire Station';
 - Vehicle** has the same meaning as 'Appliance' where the context requires;
 - Vehicle Fault Report (VFR)** means the Vehicle Fault Report that is required to be completed to record any damage, faults to Brigade Vehicles or equipment.

PART 2 – OBJECTS AND MEMBERSHIP OF A BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) The normal brigade activities; and
- (b) The function of the bush fire brigaded which are specified in the Act, the Regulations, and the local law.

2.2 Membership Levels and Brigade Memberships

- (1) The total number of members of the Brigade, or of categories of membership of the Brigade, may be determined by the Brigade from time to time and may be set or varied by a simple majority vote at an ordinary meeting or the AGM of the Brigade.
- (2) The total number of active members, probationary or auxiliary members of the Brigade is not to be greater than the number that is determined by the Brigade from time to time.
- (3) The number of active members of the Brigade is to be greater than the number of members of any other category of membership of the Brigade (excluding cadet members), and the active members are to include the Brigade Officers.
- (4) For the purposes of sub clause (1), a member of a Brigade who has been granted a Leave of Absence for a period greater than 3 months is not to be counted towards the total number of members of the Brigade while the member is on leave.

2.3 Duties of Brigade Members

2.3.1 Active Members

The duties of an active member of the Brigade are as follows –

- (1) Able to be alerted to emergency callouts on the Group Call, SMS system;
- (2) Required to attend emergency incident callouts;
- (3) Required to attend at least 75% of each Brigade activity including training, meetings and maintenance;
- (4) Required to update any document, records, information, or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend incidents;
- (5) Responsible for keeping the 'Crew Availability System' up to date;
- (6) Required to inform the Brigade of any leave of absence (i.e. not able to fulfill minimum attendance requirements for up to 3 months or more).

2.3.2 Probationary Members

The duties of a probationary member of the Brigade are as follows –

- (1) Are to attend meetings; and may take part in discussions but are not entitled to vote;
- (2) Required to fulfill at least three (3) months minimum attendance requirements before being considered for active membership;
- (3) Expected to attend as many Brigade activities as possible including training and maintenance throughout their probationary period;
- (4) Can attend emergency calls when able to, but only under the direct supervision of a Brigade Officer.

- (5) Required to update any document, records, information, or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend incidents;
- (6) Responsible for keeping the 'Crew Availability System' up to date.

2.3.3 Auxiliary Members

The duties of an auxiliary member of the Brigade are as follows –

- (1) Are required to attend monthly meetings;
- (2) May attend Brigade activities if able to do so.

2.3.4 Cadet Members

A member is eligible to be registered as a cadet member of a Brigade if –

- (1) The member has reached 11 years of age and is under 18 years of age; and
- (2) Has the written consent of his or her parent or guardian to be registered as a cadet member; and
- (3) The Brigade's captain has informed the FES Commissioner that he or she is satisfied that the member is able to perform appropriately the duties of a cadet member.

A member who is eligible to be registered as a cadet member of a Brigade may instead be registered as a probationary member or an active member of the Brigade if –

- (1) The member has reached 16 years of age; and
- (2) Has the written consent of his or her parent or guardian to be registered as a probationary member; and
- (3) The Brigade's captain has informed the FES Commissioner that he or she is satisfied that the member is able to perform the duties of an active member of the Brigade.

2.4 Membership Criteria

To become a member of the Brigade, a person must fit the following criteria:

- (1) Be in good health;
- (2) Be at a level of fitness to undertake the relevant membership roles and responsibilities;
- (3) Be of good moral character;
- (4) Be over the age of 16;
- (5) Have not been struck off, had their membership terminated, removed or cancelled from any organisation, club, Brigade, group or unit;
- (6) Be able to fulfill the minimum attendance requirements.

2.5 Membership Application Process

- (1) Any enquiry for membership of the Brigade will be followed up by a Brigade elected officer as determined by the Brigade from time to time;
- (2) The Brigade Officer shall issue the following to the new applicant –
 - expression of Interest Form;
 - (a) the 'Expectations of an active member of the Bunbury Volunteer Bushfire Brigade';
 - (b) any other information for new membership applicants as determined by the Brigade from time to time.

- (3) Upon receipt of the information stated in sub clause (2) if the applicant wants to progress with their application;
- (4) An interview with the new applicant shall be arranged with Brigade Officers at which time the Interview Form as determined by the Brigade from time to time shall be completed with all relevant information;
- (5) Brigade Officers shall determine whether the new applicant is a “suitable person” from the information provided at interview by the new applicant;

The term “suitable person” shall be determined by the following –

- (a) of the required age to be a member in accordance with DFES and Brigade requirements;
- (b) reside within a suitable distance of the fire station to facilitate attendance and mobilisation to emergency incidents. A suitable distance refers to 15-kilometre radius of the fire station;
- (c) be of good health – without past or pre-existing illness or injury that may preclude the applicant from contributing to the Brigade and fulfil the requirements as a Brigade member;
- (d) have not had their membership terminated, removed, or cancelled from another organisation, club, emergency services Brigade, Group or Unit;
- (e) applicant can provide a “Transfer Clearance” in the prescribed form from a previous Brigade, group or unit to which the applicant was a member;
- (f) if required by the Brigade, the applicant can provide at least 2 referees from another Brigade, group or unit and/or an employer;
- (g) applicant would be able to apply for and receive a National Police Clearance Certificate free from convictions and if required by the Brigade, a Working with Children’s Clearance.

2.6 Decision on application for membership

- (1) the Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions;
or
 - (b) refuse to approve an application for membership.

2.7 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.8 Probationary Period

- (1) Subject to Clause 2.6, the Brigade shall determine if the applicant should become a probationary member of the Brigade and the Brigade shall determine the period of the probation, which is to be a minimum of 3 months;
- (2) If the applicant has previously been an active member of another Brigade, group or unit, they may progress straight to the active ranks; if –
 - (a) the applicant has been a member of another Brigade, group or unit for more than twelve (12) months and has completed the training as described at Clause 5.5; and

- (b) at the Brigade meeting the majority of the members present agree to the applicant being an active member of the Brigade.

2.9 Termination of Membership

- (1) Membership of the bush fire brigade terminates if the member -
 - (a) Dies;
 - (b) Gives written notice of resignation to the Secretary;
 - (c) Is, in the opinion of the Committee, permanently incapacitated by mental or physical ill health;
 - (d) Is dismissed by the Committee.; or
 - (e) Ceases to be a member.

2.10 Suspension of Membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member;
- (2) The period of suspension shall be at the discretion of the Committee;
- (3) Upon the expiry of the period of suspension the Committee may -
 - (a) Extend the period of suspension;
 - (b) Terminate the membership: or
 - (c) Reinstatement the membership.

2.11 Existing Liabilities to continue

- (1) The resignation or dismissal of a member under clause 2.9 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.12 Member has right of defence

A brigade member is not to be dismissed without being given the opportunity to meet with the committee and answer any charges which might give grounds for dismissal.

2.13 Objection Right

A person whose –

- (a) Application for membership is refused under clause 2.6(1)(b)
- (b) Membership is terminated under clause 2.9(1)(c), clause 2.9(1)(b); or
- (c) Membership is suspended under clause 2.10(1) or clause 2.10(3)(a).

Has the right of objection to the local government which may dispose of the objection by –

- (a) Dismissing the objection;
- (b) Varying the decision objected to; or
- (c) Revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

2.14 Life Membership

- (1) A nomination for Life Membership can be submitted to the Brigade by any member of the Brigade;
- (2) A nomination for Life Membership shall be in writing and shall adequately address the following criteria –
 - (a) the member being nominated has demonstrated significant, sustained and exemplary service to the Brigade;
 - (b) the member being nominated has fulfilled significant service as a fire fighter or a Brigade Officer or an Office Bearer;
 - (c) the member being nominated has demonstrated the attitude, demeanour and dedication to the Brigade and the service;
 - (d) the member being nominated has demonstrated leadership qualities and has been an excellent role model, has diligently undertaken their role and responsibilities and enhanced the reputation for the Brigade and the service;
- (3) A nomination for Life Membership shall be presented to the Committee for consideration;
- (4) The Committee shall consider the nomination for Life Membership in accordance with the criteria and present a recommendation to the Brigade at the next ordinary meeting of the Brigade to either accept or not to accept the nomination;
- (5) The Brigade shall consider the recommendation as presented by the Committee and the Brigade shall determine to either accept or not accept the nomination for Life Membership by majority vote of the Brigade;
- (6) If the Brigade accepts the nomination for Life Membership, the Secretary shall apply to the AVBFB for the Life Membership medallion;
- (7) The Brigade shall arrange to present the Life Membership medallion at the next available formal function of the Brigade;
- (8) If required, the Brigade shall ensure that the details of the Life Member are inscribed on the Life Membership board of the Brigade.

PART 3 – RESPONSIBILITIES OF FIRE BRIGADE OFFICERS

3.1 Code of Conduct

- (1) The Brigade will establish a Code of Conduct (the Code) that will include the following:
 - a) Establishes the Purpose, Scope and Principles of the Code;
 - b) The type of conduct and behaviour by Brigade members that will be considered as acceptable conduct and behaviour;
 - c) The type of conduct and behaviour by Brigade members that will be considered as unacceptable conduct and behaviour;
 - d) Determine what will be considered as Serious Misconduct and the ramifications of such Serious Misconduct;
 - e) Establishes procedures for the compliance with the Code and management of alleged breaches of the Code.
- (2) Any Code established by the Brigade will not be ultra vires to any Code of Conduct as established by the City or DFES;
- (3) Where any part of the Code is contrary to a Code of Conduct as established by the City or as established by DFES, as far as the context of the Code allows, where the Code is –
 - (a) contrary to the Code of Conduct established by the City, the City's Code of Conduct will prevail; or
 - (b) the Brigade will review the Code at intervals as determined by the Brigade from time to time;
 - (c) the determination of any amendments of the Code will be determined at an ordinary meeting of the brigade by a majority vote of eligible members present at the meeting.

3.2 Drugs, Alcohol and Smoking

- (1) Members are restricted from all operational and training activities if they have consumed any alcohol or drugs or are suspected by a Brigade Officer to have consumed or be under the influence of alcohol or drugs;
- (2) Members are to inform the Captain or any other Brigade Officers if they have consumed alcohol or drugs;
- (3) The Captain or any Brigade Officers can stand down any member should they suspect that the member is unfit to undertake their membership role due to being considered by the Captain or any Brigade Officer to be under the influence of alcohol or any drug.

Contravention of any of the above Clauses may be grounds for instant dismissal from the Brigade.

- (4) Smoking is not permitted in vehicles or within five (5) metres of any entrance or access points to the fire station. At an incident, smokers need to obtain permission from the Captain, Brigade Officer or Incident Controller;
- (5) Smokers are responsible for ensuring that all cigarette butts are totally extinguished and appropriately disposed of into a suitable bin or container.

3.2 Responding to Incidents

- (1) When responding to the fire station for an incident, members are still bound by the Road Traffic Code 2000 and are not exempt under any circumstances;
- (2) Members are not to use a fire-call to justify the contravention of any law or to justify receiving traffic infringements;
- (3) No member is to respond in their own vehicle 'directly' to any emergency incident without the prior consent of the Captain or without first attending the station;
- (4) When mobilising to an incident, probationary members may be required to relinquish their position to active members should there be more crew than seats on vehicles. The same applies to all active members with regards to their qualifications in relation to the type of incident being attended;
- (5) The Captain or Brigade Officers present will determine the make-up of crews and which vehicles crew members will respond in;
- (6) The driver of a Brigade vehicle is to ensure that they at all times adhere to the instructions of the Captains or Brigade Officers present and adhere to DFES Policy relating to driving of vehicles;
- (7) Other than the Captain or Brigade Officers, no crew members other than the vehicle driver are to determine the operations of the vehicle.

3.4 Parking

- (1) All vehicles are to be parked in a safe and secure manner within the car parking area as provided;
- (2) Vehicles are not to be parked outside a secure fenced parking area unless prior consent has been obtained from the Captain or another Brigade Officer;
- (3) Members must ensure sufficient access/egress is available to any vehicles at the fire station;
- (4) No vehicles are to be parked in such a way to cause an obstruction to the access/egress of Brigade firefighting appliances to the fire station;
- (5) Vehicles that are driven within the station yard must not exceed a speed of 5km/hr;
- (6) A member may void their insurance if a vehicle is not parked within the designated areas where vehicles are to be parked or if driven in excess of the speed limit as stated in sub clause (5);
- (7) Members are to ensure that their vehicle is locked and made secure whilst at the fire station or whilst at a Brigade sanctioned activity and that all valuables are kept out of sight and remain in a secure location either in the vehicle or in the fire station;
- (8) The Brigade will not be liable for any loss or damage that may be caused to any private vehicle or goods whilst they are at a Brigade sanctioned activity or whilst kept on station.

3.5 Occurrence Book

- (1) All Brigade members, visitors and guests are to record in the occurrence book their name, date, time on and off station together with the reason for being on station;
- (2) Incidents are to be entered in the occurrence book by the Captain, Brigade Officer or a member nominated by the Captain or Brigade Officer;

- (3) The occurrence book must not be removed from the station unless prior approval has been obtained from the Captain, Brigade Officer or the occurrence book has expressly been requested by the City or DFES.

3.6 Brigade Vehicles and Equipment

- (1) Vehicles can be driven under normal road conditions by any active member who holds a current and appropriate class of motor driver's license for the class of vehicle that is to be driven;
- (2) Drivers who hold a Provisional License (P-Plate) of the appropriate class level for the class of vehicle are permitted to drive Brigade vehicles under normal road conditions;
- (3) Drivers who hold a learner permit (L – Plate) or Provisional license (P-Plate) of the appropriate class level are not permitted to drive Brigade vehicles to or from any incident or drive any vehicle under emergency conditions;
- (4) Vehicles may only be driven under emergency conditions –
 - (a) under the direction of the OIC;
 - (b) by a member who has completed the appropriate training course and has all relevant approvals, qualifications and driver's license for the class of vehicle that is to be driven;
 - (c) if the Brigade vehicle is sufficiently crewed for the incident being attended;
 - (d) if the vehicle is fully crewed without a driver who is authorised to drive under operational conditions, the crew is to proceed under 'Normal Road' conditions to the incident and the Brigade vehicle can be driven by a member who holds a current and appropriate class of motor driver's license for the class of vehicle that is to be driven.
- (5) Damaged, faulty or lost equipment is to be immediately reported to the Captain or the appropriate Brigade Officer;
- (6) At the end of an incident, training drill or other Brigade activity, it is the responsibility of the OIC, driver and the crew to ensure all vehicles and equipment are returned to a state of operational readiness;
- (7) The OIC has ultimate responsibility to ensure all vehicles and equipment are returned to a state of operational readiness;
- (8) No equipment is to be swapped between vehicles, lockers or added or removed from vehicles without prior consent of the Captain;
- (9) Equipment that is borrowed from the station (e.g. tables and chairs) must be approved by the Captain and signed off station and on station via the occurrence book when the equipment is borrowed and returned;
- (10) No other personal other than Brigade members are permitted on station or on vehicles without the prior consent of the Captain.

3.8 Group Call, Short Message Service (SMS)

- (1) With the approval of the Captain, all Brigade members are entitled to be enrolled on the Brigades SMS system;
- (2) Probationary members are added to the Brigade SMS at the discretion of the Captain;
- (3) The placement of active members on the Brigades Group Call service shall be at the discretion of the Captain;

- (4) The Captain may arrange to include active members on the Brigades Group Call service who have fulfilled the following requirements –
 - a) Completed the minimum training requirements as specified in clause 5;
 - b) Fulfilled all membership requirements, roles and responsibilities.
- (5) Members, who are not attending the incident, are not to answer the Group Call;
- (6) Members are to adhere to the Group Call Procedure;
- (7) If required, at the cessation of membership the member shall be immediately removed from the Brigades Group Call and SMS;
- (8) Group Call and SMS shall be used for Brigade business purposes only.

3.9 Use of Mobile Phones and other Media Devices

- (1) The use of personal mobile phones during training or meetings is prohibited, unless permission is granted by the Captain or OIC and if necessary, the Brigade Member will excuse themselves from the training or meeting;
- (2) Mobile phones or other media devices are prohibited at Brigade activities including meetings, training or at any incident without the prior approval of the Captain or OIC present;
- (3) Any photographs or videos that are taken by Brigade members whilst at Brigade activities remain the intellectual property of the Brigade and therefore the unauthorized use and/or distribution of such photos and/or videos is strictly prohibited;
- (4) Any public advertising, promotion, circulation or posting of any photos or videos depicting Brigade members, any incidents or other Brigade activities, DFES/Brigade equipment, property and/or Brigade members in uniform, PPC/PPE shall require the prior approval of the Captain and if required, DFES;
- (5) Mobile phones and other media devices, including hands-free, are not to be used by the driver whilst driving vehicles;
- (6) Personal mobile phones lost or damaged during any Brigade activity including training, meetings or at an incident will not be covered by insurance.

PART 4 - UNIFORMS/PERSONAL PROTECTIVE EQUIPMENT/PERSONAL PROTECTIVE CLOTHING

4.1 General

- (1) When members are wearing Brigade provided uniform/PPE/PPC, they are deemed to be “on duty” and therefore members are to act in such a manner to ensure that they do not cause disrepute to the City, DFES, the Brigade or the service;
- (2) All uniforms/PPE/PPC issued to a Brigade member remain the property of DFES and the Brigade. If a Brigade member transfers to another Brigade, group or unit then any uniforms/PPE/PPC shall remain with the Brigade;
- (3) No dress uniform shall be provided to any probationary member;
- (4) Auxiliary members may be provided dress uniform as determined by the Brigade from time to time or the Captain;

- (5) Uniforms/PPE/PPC are not to be used by non-members of the Brigade;
- (6) Members shall not remove any PPE or PPC from the station unless prior consent has been given by the Captain or another Brigade Officer;
- (7) Members may keep their Dress Uniform at their place of residence except for their firefighting boots which are to be kept at the station;
- (8) Members shall exercise reasonable care in keeping uniforms/PPE/PPC clean and in good order at all times;
- (9) Members are not to mix uniforms/PPE/PPC with any personal clothing;
- (10) Members shall not wear uniforms/PPE/PPC in public unless on official duty and only with the prior consent of the Captain;
- (11) All uniforms/PPE/PPC shall be returned immediately upon the cessation of membership, or when an active member becomes an auxiliary member;
- (12) Members with hair longer than shoulder-length must have their hair tied back at all times;
- (13) The only jewellery permitted to be worn when members are on duty is a wedding ring and a wrist watch. Females are also permitted to wear earrings. Body piercings are strictly prohibited. No jewellery should be worn to an incident;
- (14) All Brigade property must be surrendered if the requirements for holding an active or reserve position are not met over a period not exceeding three consecutive months unless prior arrangements have been made (i.e. a letter notifying of Leave of Absence). Brigade property will then be returned to the member on an availability basis once the member meets the required obligations;
- (15) Members are required to wear the correct level of always issued PPC and PPE whilst on duty;
- (16) Whilst undertaking maintenance, training or drills, members are required to wear sufficient PPE and PPC as directed by the OIC.

4.2 Working Dress

- (1) All members are entitled to be issued with a Working Dress Uniform consisting of –
 - a) Level 1 Jacket and Trousers;
 - b) Level 1 gloves;
 - c) Level 1 helmet;
 - d) Issued boots;
 - e) BFS Polo Shirt and/or Brigade T-shirt.
- (2) Members are also permitted to wear –
 - f) BFS or plain peaked cap (outdoors only); or
 - g) BFS broad-brimmed hat (outdoors only).

4.3 Dress Uniform

- (1) All active members are to be issued with Dress Uniform consisting of –
 - a) BFS Polo Shirt (Informal functions and Brigade activities);
 - b) Dress Trousers (Clean and pressed);
 - c) Black belt with BFS buckle or standard belt buckle;
 - d) Light Blue BFS dress shirt (Clean and pressed);

- e) BFS Neck Tie (Only to be worn when instructed);
- f) Softshell Jacket (Bomber Jacket);
- g) Black shoes (if issued) (clean and polished) ;or
- h) Firefighting boots (clean and polished);
- i) Blue BFS Akubra broad-brimmed hat with BFS badge and Puggaree;
- j) Appropriate Epaulettes;
- k) Name badge (if issued);
- l) Dress Uniform is to be worn as directed by the Captain.

4.4 Personal Protective Clothing (PPC) Personal Protective Equipment (PPE)

- (1) PPC remains the property of the Brigade at all times and is to be returned upon the cessation of membership or upon downgrading from 'Active' to 'Auxiliary' Member;
- (2) Members are responsible for maintaining their issued PPC/PPE;
- (3) Repairs to PPC/PPE are not to be done by members. Items in need of repair are to be submitted to an appropriate Brigade Officer, and arrangements for temporary PPC/PPE will be made;
- (4) Members are responsible for donning the correct PPC/PPE as determined by the type of incident to be attended (See PPC/PPE Matrix);
- (5) Members are not to don any PPC/PPE in a Brigade vehicle which requires them to undo their seatbelt;
- (6) PPC/PPE is not to be worn inside the station in areas that are determined as being "Clean Areas";
- (7) Access to emergency PPC/PPE is only to be done under the direction of a Brigade Officer. Emergency PPC/PPE is to be clean before it is returned.

PART 5 - ATTENDANCE, TRAINING AND MAINTENANCE

5.1 Minimum Requirements

- (1) All active and probationary members are required to attend a minimum of 75% of all Brigade activities. All Auxiliary members are required to attend at least 50% of all Brigade activities except for incidents;
- (2) If a member is not able to attend or is going to be late to any Brigade activity, it is requested that they place a courtesy call or message beforehand to a Brigade Officer notifying of their non-attendance or their lateness;
- (3) Members are to attend all Brigade activities in working dress unless directed otherwise;
- (4) Members who need to leave any Brigade activity early, are to obtain prior consent from the Captain or other Brigade Officer in attendance prior to the start of any Brigade activity.

5.3 Inability to meet minimum attendance requirements

Members who are unable to fulfill their minimum attendance requirements, for certain periods of time are required to make the following submissions -

- (1) Absence for up to one (1) month – Written notification to the Captain;

- (2) Absence for up to (3) three months - Complete Leave of Absence form for submitting to the Captain for approval;
- (3) Absence for up to six (6) months - Complete Leave of Absence form for submitting to the Captain for approval.
- (4) Absence for greater than six (6) months –
 - (a) Complete Leave of Absence form for submitting to the Captain for approval;
 - (b) downgrade to an auxiliary member status; and
 - (c) return all uniforms, PPE and PPC.

5.4 Action on non-attendance.

- (1) If a member fails to make the appropriate submissions for their absence, they will receive a notice from the Captain after three (3) months in regard to an explanation for their lack of attendance;
- (2) If the member does not attend as required or supply the Brigade with the appropriate submissions as stated in Clause 5.3 within 2 weeks of the notice, they will receive a letter stating that they have a further two weeks to speak with a Brigade Officer in regards to their intentions or be removed from the active member list, removed from the SMS list and required to return their PPC/PPE;
- (3) If the member makes no response to this correspondence, they may be asked to resign or arrangements to remove them as a member of the Brigade will commence. Where this action occurs, it must be voted on at a Brigade meeting;

5.5 DFES Training Courses

- (1) Subject to the availability of training courses, a new member is expected to complete the following training in the probationary period -
 - a) Induction;
 - b) Bushfire Safety Awareness;
 - c) Bushfire Fighting Skills;
 - d) AIIMS Awareness;
 - e) Basic WAERN Radio Communications.
- (2) It is then expected that a new member will apply for other courses as applicable;
- (3) Enrolment to any DFES training course shall be completed via the DFES Training System. It is expected that Active Firefighters will work to complete the DFES BFS Bush Firefighter which is included in the following DFES Bush Fire Service Training Program –
 - a) BFS Bush Firefighter;
 - b) BFS Advanced Firefighter – Role Based;
 - c) BFS Leadership; and
 - d) Specialist/Optional Courses.
- (4) At least one (1) month prior to the closing date for nominations for the course, all course nominations shall be submitted to DFES and approved by the Captain, or Training Coordinator. An application is not a guarantee of acceptance onto a course and the Captain, Training Coordinator or DFES staff can decline a course nomination;

- (5) Members who are accepted to attend a course are to remember that they are representing the Brigade and are therefore to act in a manner that will not cause disrepute;
- (6) Should members need to withdraw from a course, members must immediately inform the Course Coordinator prior to the course as well as the Captain or Training Coordinator of the Brigade. Members are also required to inform the Course Coordinator as well as the Captain or Training Coordinator of the Brigade if they will be unexpectedly absent or late for a course. Failure to notify as per requirements may jeopardise a member's attendance at other subsequent training courses;
- (7) Members are responsible for following the joining instructions for a course; including wearing the correct uniform and having the correct PPE/PPC for the type of course being conducted. If the member has not yet been issued with required PPE/PPC they will need to arrange their PPE/PPC through an appropriate Brigade Officer beforehand.

3.7 Brigade Contribution toward Qualification, Licence or Training

- (1) Where the Brigade requires a member to obtain a certain qualification, licence or training that will assist the Brigade fulfil its operational profile, achieve the Brigades operational readiness and the Brigades objectives, the Brigade may determine to contribute towards the out of pocket expenses of a member who has obtained the Brigade required qualification, training, or licence;
- (2) Sub clause (1) shall only apply to members that have been a Brigade member for a continual period of at least 24 months;
- (3) The amount of contribution, the terms and conditions of the contribution shall be determined by the Brigade from time to time;
- (4) Any contribution towards a member's qualification, licence or training out of pocket expenses are to be determined at a meeting of the Brigade by a majority vote of Brigade members present at the meeting;
- (5) In accordance with sub clause (1) to sub clause (4), the Brigade may contribute up to \$500 towards the cost of a member who obtains their MR or HR class WA Drivers Licence;
- (6) Any contribution towards any reimbursement in accordance with Clause (v) may either be as a once off payment, by instalments or by another method of payment as determined by the Brigade;
- (7) Any contribution towards any reimbursement in accordance with Clause (v) will only be for one Brigade member per month or a period of time as otherwise determined by the Brigade from time to time.

5.7 Brigade Training

Training drills are held at a time as determined by the Brigade or the Captain, but as a minimum must be held at least once per month.

5.8 Vehicle and Equipment Maintenance/Checks

Vehicle and Equipment Maintenance/Checks are to be conducted by all active and probationary members on a regular basis as determined by the Captain. Auxiliary members are also able to conduct Vehicle and Equipment Maintenance/Checks with the approval of the Captain.

PART 6 - BRIGADE MEETINGS

6.1 Monthly Meetings

- (1) Ordinary meetings of the Brigade shall be held at least four times per year at a day and a time as determined by the Brigade or the Captain from time to time;
- (2) The Captain shall preside at each of the Brigade monthly meetings. If the Captain is absent from the monthly meeting, then the 1st Lieutenant shall preside and if the Captain and 1st Lieutenant are both absent then the Chairperson shall be the next senior member of the Brigade that is present at the meeting;
- (3) All active, probationary and auxiliary members are to attend or submit their apology to the Captain prior to the meeting;
- (4) Members are to be in uniform, neat tidy casual clothing or in work attire if attending the meeting directly from their place of work;
- (5) Only active and auxiliary members are entitled to one vote each on any motions put at the Brigade meeting;
- (6) Probationary members are not entitled to move or second any motions put at a Brigade meeting and are not entitled to vote on any motions put at a Brigade meeting;
- (7) Life Members are welcome to attend Brigade meetings, however they are not entitled to vote unless they are an active or auxiliary member of the Brigade;
- (8) With the approval of the Captain, visitors are welcome to attend Brigade meetings, however they are not permitted to take part in discussions, are not to be disruptive to the meeting and shall immediately leave the meeting if requested to do so by the Captain or the Brigade member who is presiding over the meeting;
- (9) Any Brigade member who wants to speak on any item on the agenda of the Brigade meeting shall only do so once invited by the Captain or the Brigade member who is presiding over the meeting;
- (10) The Captain or the Brigade member who is presiding over the meeting may request that a Brigade member leave a Brigade meeting should the Captain determine that the Brigade member is being disruptive, overly argumentative or acting in a manner that is not conducive to the benefit of the othermembers present at the meeting or beneficial to the overall outcome of a matter that is being presented or debated at the meeting.

6.2 Annual General Meetings (AGM)

- (1) The Brigade AGM shall be held in July annually or at a time as determined by the Brigade or the Captain from time to time;
- (2) Notification of the Brigade AGM shall be circulated to all Brigade members by the Secretary at least 14 days prior to the AGM;
- (3) Nomination forms for the Brigade Officers and office bearer positions will be in the prescribed form as at APPENDIX 4 and circulated to all members in June annually and at least fourteen (14) days prior to the date of the AGM;
- (4) An Eligible member of the Brigade can nominate for any one of the Brigade Officer positions or any one of the office bearer positions;
- (5) Nomination forms for the Brigade Officers or office bearer positions shall be submitted to the Brigade Secretary no more than fourteen (14) days prior to the AGM;

- (6) Nomination forms received by the Secretary after the closing time for nominations to be received shall be deemed invalid;
- (7) Nomination forms shall be completed and signed by a member who is nominating for a particular Brigade Officer position or office bearer position and no other member of the Brigade can nominate another member of the Brigade for a Brigade Officer position or office bearer position;
- (8) A Selection Panel shall be established and appointed by the Brigade to determine each nomination and the suitability of the nominee to fulfil the position as nominated.
- (9) The Selection Panel shall consist of the following –
 - Captain;
 - Lieutenants;
 - Secretary; and
 - Two (2) active members as elected by the Brigade.
- (10) The Selection Panel shall be appointed by the Brigade to meet to determine each nomination and the suitability of the nominee to fulfil the position as nominated. This shall apply even if there is only one (1) nomination received for any of the Brigade Officer position or office bearer positions;
- (11) The Selection Panel shall determine the suitability of any nominee for a Brigade Officer position in accordance with the criteria as attached at APPENDIX 5 and shall determine the suitability of any nominee for any of the other office bearer positions;
- (12) Should a nominee for a particular position be from the Selection Panel then they are to be excused from determining the particular position that they have nominated for and leave the meeting until such time as the nominations for the particular position that they have nominated for have been determined by the remaining Selection Panel members;
- (13) Any nominee that is determined by the Selection Panel as not fulfilling the criteria for a Brigade Officer position or any of the other office bearer positions shall be advised prior to the AGM;
- (14) All nominations shall be circulated to all Brigade members prior to the AGM stating the name of each of the nominees, the position that they have nominated for and the reasons for their suitability or unsuitability;
- (15) Members are to wear Dress Uniform or neat, tidy clothing to the AGM. With the approval of the Captain, work attire shall be permitted should members attend the AGM directly from their place of work;
- (16) All active, probationary and auxiliary members must attend the AGM or submit their apology in writing to the Captain prior to the AGM;
- (17) Life Members are welcome to attend the AGM, however they may not vote unless they are an active, or auxiliary member of the Brigade;
- (18) Only active and auxiliary members are entitled to only one vote on any motion put at the AGM;
- (19) Only active and auxiliary members are entitled to only one vote in the election of each of the positions for Brigade Officers and office bearer positions.

6.3 Election of Brigade Officers and Office Bearers

- (1) At the AGM, the Captain shall call upon two (2) suitable members present at the AGM for the holding of elections. One (1) of the suitable members shall act as the Returning Officer

and the other suitable member shall assist the Returning Officer. Should no suitable members be present, the Captain shall preside with the assistance of a Brigade member as selected by the majority of the members present;

- (2) The Returning Officer shall call for all positions to be vacant and read aloud the nominations received for each Brigade Officers and office bearer positions;
- (3) The election of Brigade Officers and office bearer positions will be in the following order –
 - (a) Captain;
 - (b) Lieutenants;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Auditors (x 2);
 - (f) Training Coordinator;
 - (g) Equipment Coordinator;
 - (h) PPE/PPC Coordinator;
 - (i) Personnel Coordinator;
 - (j) Social & Fundraising Coordinator;
 - (k) Any other positions as determined necessary by the Brigade.
- (4) The Returning Officer shall determine from the majority vote of the Brigade members present at the AGM whether a vote for the election of Brigade Officers and office bearer positions will be undertaken by a show of hands or by secret ballot;
- (5) If the decision of the Brigade is that the voting shall be conducted by secret ballot the nominees that may be subject to the voting shall remain and may participate in the secret ballot;
- (6) If the decision of the Brigade is that the voting shall be conducted by a show of hands the nominees that may be subject to the voting shall be asked to leave the meeting at the appropriate time to enable the vote to be conducted;
- (7) Once the voting for the position that was subject to voting by a show of hands has been concluded the nominees shall be invited to return to the AGM and be informed as to the outcome of the vote;
- (8) All votes for each nominee, for each position shall be tallied and shall be recorded in the minutes of the AGM;
- (9) Should there be a tie in the voting for any of the Brigade Officers and office bearer positions the voting shall continue until such time as one of the nominees has received the majority of votes of the members present;
- (10) The outcome from voting shall be determined by a simple majority;
- (11) Within seven (7) days of the date of the AGM, the Brigade Secretary shall inform the City and DFES the details of the Brigade member that has been elected to each of the Brigade Officers and office bearer positions as listed at sub clause 6.3 (3).

6.4 Extraordinary Elections

- (1) An extraordinary election shall be held where a Brigade Officer or office bearer position as described in Clause 6.3 (3) is vacated at any stage; and

- a) the Brigade determines by resolution that the Brigade Officer or office bearer position shall be filled; or
 - b) the City directs the Brigade that the Brigade Officer or office bearer position shall be filled;
- (2) When it is determined that a Brigade Officer or Office Bearer position is to be filled, in accordance with sub clause 6.3(4), the Secretary shall cause a notice to be issued to all members informing, of the extraordinary election;
 - (3) The notice informing of the extraordinary election shall specify the day, time and location at which the election is to be held and inviting nominations for the vacant Brigade Officer or Office Bearer position;
 - (4) The process for the issuing and processing of nominations for the vacant Brigade Officer or Office Bearer position shall be in accordance with in sub clause 6.2;
 - (5) The procedure for the holding of an election shall be in accordance with sub clause 6.2;
 - (6) Within seven (7) days of the date of the extraordinary election, the Brigade Secretary shall inform the City and DFES the details of the Brigade member that has been elected to the position that had previously been declared vacant.

6.5 Special Brigade Meeting

- (1) A special meeting of the Brigade may be convened by the Captain or Secretary;
- (2) The Secretary must convene a special meeting of the Brigade if requested in writing to do so by at least five (5) active members of the Brigade;
- (3) A special meeting must be held within fourteen (14) days after the request (under (ii) above) is received by the Secretary;
- (4) At least five (5) days prior to the commencement of the meeting, a notice of any special meeting of the Brigade must be given to all active, probationary and auxiliary members of the Brigade;
- (5) Notice of a special meeting –
 - (a) must be given by the Secretary;
 - (b) given by written notice to each member personally or by postal or electronic mail;
 - (c) must set out the date, time and location of the special meeting;
 - (d) must be approved and authorised by the Captain; and
 - (e) must describe the reason/s for the special meeting and set out an agenda for the meeting.

6.6 Executive Management Committee

- (1) The Brigade will establish an Executive Management Committee that shall consist of the following positions –
 - (a) Captain;
 - (b) Secretary
 - (c) Treasurer;
 - (d) Lieutenants;
- (2) The Management Committee shall meet at least one (1) week prior to a Brigade meeting, or more often, as determined by the Executive Management Committee or the Brigade;

- (3) The Executive Management Committee shall be responsible to consider any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade and to make recommendations to the Brigades meetings on such matters;
- (4) With the approval of the Brigade, members of the Executive Management Committee may be responsible to represent the Brigade and only the views of the Brigade at meetings, events, workshops, seminars, and other such events where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated;
- (5) When members of the Executive Management Committee attend any events as described in Clause 6.6 (iv), where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated the members of the Executive Management Committee are not to provide their own opinion and are to only provide the views of the Brigade;
- (6) In these circumstances, members of the Executive Management Committee are not to make any decisions on behalf of the Brigade unless a decision from the Brigade has already been made and if not, members of the Executive Management Committee are to refer any matters back to the Brigade for determination that have been raised relating to the financial, administrative, operational, general management or strategic direction of the Brigade;
- (7) The Captain will, if present at a meeting of the Executive Management Committee, preside at the meetings and, in the absence of the Captain, the highest ranked Lieutenant present at the meeting shall preside;
- (8) The quorum of the Executive Management Committee shall be at least one presiding member and at least four other members;
- (9) A decision carried by the votes of at least four members present at a meeting of the Executive Management Committee shall be determined as the decision of the Executive Management Committee;
- (10) Each member present at a meeting of the Executive Management Committee is entitled to one vote on a matter arising for decision by the Executive Management Committee (and the person presiding at the meeting shall not have, in the event of an equality of votes, a second or casting vote). Should there be an equality of votes in any matter being decided by the Executive Management Committee then the matter shall lapse;
- (11) The Executive Management Committee shall keep minutes of its proceedings, including any decisions made by the Executive Management Committee and these minutes shall be tabled at the next ordinary meeting of the Brigade;
- (12) Subject to this Clause, and any direction of the Brigade, the City or DFES, a meeting of the Executive Management Committee will be conducted in such a manner as the Executive Management Committee may determine and as approved by the Brigade.

Part 7 - GENERAL ADMINISTRATIVE MATTERS

7.1 Brigade Organisational Structure

- (1) The Brigade shall determine from time to time the organisation structure of the Brigade for the positions as stated at sub clause 6.3 (3);
- (2) The Brigade organisational structure shall be determined at an ordinary meeting of the Brigade or at Brigade AGM or at a special meeting of the Brigade;
- (3) Once determined in accordance with (ii), the organisational structure of the Brigade shall be circulated to all Brigade members.

7.2 Brigade Financial Records.

- (1) The requirements for the management of the Brigades financial records and the recording of all Brigade financial transactions and events is the duty of the Treasurer and the Brigade appointed auditors;
- (2) The financial compliance requirements for the Brigade will be as follows;
- (3) In conjunction with the Captain or delegate, the Treasurer shall manage all finances on behalf of the Brigade and provide all information, records, documents, books relating to all Brigade income and expenditure.

7.3 Brigade Accounts at Financial Institutions

- (1) The Brigade shall, at each AGM, determine where it will maintain its accounts for the ensuing financial year;
- (2) The Brigade shall appoint three (3) Brigade Members as signatories on its accounts. The signatories shall be;
 - (a) Captain
 - (b) Treasurer
 - (c) One other Brigade Member appointed by the Brigade;
- (3) A minimum of two (2) signatories, one of which must be the Captain, shall sign any cheques, account withdrawal forms or conduct Electronic Funds Transfer;
- (4) No two (2) members of the same family are to be co-signatories for the purpose of signing cheques, account withdrawal forms or conducting Electronic Funds Transfer.

7.4 Expenditure of Brigade Funds

- (1) No Brigade funds shall be expended without the prior approval of the Captain or the Brigade;
- (2) For 'urgent operational purposes' only, the Captain may approve the expenditure of up to \$300 to ensure the ongoing administration and operation of the Brigade. Prior to the expending of any funds the Captain shall seek the approval of the Executive Management Committee identifying the reason for the expenditure, the amount of the expenditure and the reason as to why the expenditure cannot wait for the next Brigade meeting;
- (3) The term 'urgent operational purposes' shall mean the expending of funds on any items that are deemed necessary to allow the Brigade to function administratively, operationally and the purchase of any item or items that cannot wait for the next Brigade meeting;
- (4) The Treasurer shall arrange with the Secretary to post on the agenda for the next Brigade meeting information relating to any funds that have been expended.

7.5 Purchase of Goods or Services by Members

- (1) If required, members may purchase goods or services by expending their own funds;

- (2) The purchase of goods or services by the expending of a Brigade members own funds shall only be considered once all other avenues of purchasing the goods or services by the Brigade i.e. cash, EFT, cheque have been exhausted;
- (3) Members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1st Lieutenant;
- (4) A member may purchase the goods or services as approved and shall complete the Expenditure Reimbursement Form, and immediately submit the form to the Treasurer for reimbursement;
- (5) Information relating to any funds that have been expended in accordance with Clause (2) shall be placed on the agenda at the next ordinary meeting of the Brigade Members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1st Lieutenant;
- (6) The Brigade may determine not to reimburse any member who has purchased goods or services contrary to sub clause 3.

7.6 SERVICE COMPETITIONS (GAMES)

- (1) The Brigade shall determine from time to time by a majority vote of the Brigade whether or not the Brigade will be involved with the service type competitions and games;
- (2) Participants in competition or games must be an active, reserve, probationary or auxiliary member of the Brigade;
- (3) Dependent upon membership status, participants in the service competitions must contribute to Brigade operations and activities including attending incidents, training, maintenance, fundraising, social and other Brigade activities as determined by the Brigade from time to time;
- (4) Participants must live within the Bunbury district unless otherwise approved by the Brigade;
- (5) The Brigade shall not attend interstate competitions unless approved at a Brigade meeting by the majority vote of the Brigade members present at the Brigade meeting;
- (6) The cost of attending any competitions or games shall be borne by those members competing unless otherwise approved by the Brigade;
- (7) Any expenditure required for competition or games related costs shall require the approval of the Brigade;
- (8) Any person being a member of the Brigade shall require the approval of the Captain or the Brigade to compete as a representative of the Brigade and/or wear, use, lend, transfer any clothing or any equipment bearing the Brigade name or belonging to the Brigade.

7.7 DFES and City Staff Visits

- (1) DFES and City staff may visit the Brigade from time to time to discuss operational and administrative matters pertaining to the Brigade;
- (2) If required, members shall attend all such visits or submit their apology in writing to the Captain beforehand.

Dated: **DATE**

The Common Seal of the City of Bunbury was affixed under the authority of a resolution of Council in the presence of–

_____ JAYSEN de SAN MIGUEL, Mayor.

_____ ALAN FERRIS, Chief Executive Officer.