

<b>033</b>	<b>Meetings of Bush Fire Brigades</b>	<b>V1 Current</b>
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**PURPOSE**

**Objective**

The purpose of this policy is to provide a structure for the conduct of meetings of Volunteer Bush Fire Brigades to assist the operation of the Brigade and any Committee that the brigade may establish.

**SCOPE**

**Policy Statement**

Through the application of this Policy, meetings of Volunteer Bush Fire Brigades of the City of Busselton shall be held in a manner that is open to respected principles of inclusion and accountability.

**POLICY CONTENT**

**Part 1 -Meetings of the Brigade**

**1. Ordinary meetings**

- (1) The brigade may at any time call an Ordinary Meeting of its members.
- (2) The brigade shall hold a minimum of one (1) Ordinary Meeting between 1 July and 30 June each year or as they deem necessary.
- (3) A quorum for an Ordinary Meeting shall comprise not less than 25% of the eligible voting members of the Brigade.

**2. Annual General Meeting (AGM)**

- (1) The brigade shall hold an AGM in the month of May each calendar year.
- (2) A quorum for the AGM shall comprise not less than 25% of the eligible voting members of the Brigade.
- (3) A report may be presented to the membership by a Brigade Executive Committee Office Bearer.
- (4) At this meeting all Brigade Executive Committee and Brigade Officer positions will be declared vacant.
- (5) All equipment and documentation relevant to each position is to be made available for auditing at the AGM.
- (6) The Chairman or proxy will act as returning officer during the election of the new Brigade Executive Committee and brigade officer positions.
- (7) The incoming Brigade Executive Committee will assume the positions at the close of the AGM.
- (8) Any outgoing Brigade Executive Committee Member is to conduct a handover to the new incumbent.

- (9) All minutes of the AGM including financial statements are to be lodged with Executive Officer of the Bush Fire Advisory Committee for the information of the local government within a period no later than twenty-one (21) days after the AGM.

### **3. Special Meeting**

- (1) The Chairman may at any time convene a special meeting of the brigade.
- (2) The Secretary of the brigade must convene a special meeting when a written request is made by not less than ten (10) or fifty (50) percent (whichever is least) active members of the brigade.
- (3) The names of the members requesting the special meeting are to be recorded in the notice of meeting submitted to members and the minutes of the meeting.
- (4) A quorum for a Special Meeting shall comprise not less than 25% of the eligible voting members of the Brigade.

### **4. Notice of a Meeting**

- (1) Notice of any Special Meeting of the brigade, must be given to all members of the brigade eligible to vote at least seventy two (72) hours before the commencement of the meeting.
- (2) Notice of the AGM of the brigade must be given to all members of the brigade eligible to vote, as well as the CBFCO, at least thirty (30) days before the commencement of the meeting.
- (3) Notice of any Ordinary Meeting of the brigade must be given to all members of the brigade eligible to vote, as well as the CBFCO, at least seven (7) days before the commencement of the meeting.
- (4) Notice of an Ordinary Meeting, Special Meeting or AGM—
  - (a) must be given by the Secretary;
  - (b) may be given by written notice to each member—
    - (i) Personally, by post or electronic email; or
    - (ii) By a notice published in a newspaper circulating in the area of the brigade;
  - (c) must set out the date, time, and venue of the meeting;
  - (d) must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting; and
  - (e) must set out an agenda for the meeting.

### **5. Quorum**

No formal business is to be transacted at a meeting of the brigade unless a quorum of members is present.

### **6. Voting**

- (1) Each Active and Auxiliary Member shall be entitled to one (1) vote.
- (2) In the event of an equality of votes, the Chairman may exercise the deciding vote.
- (3) Votes may be counted by either—
  - (a) formal secret ballot; or
  - (b) informal show of hands.

- (4) The form of voting in (3) above shall be determined by a simple majority of members present at the meeting.
- (5) A member is not deemed to be active and is unable to cast a vote at any meeting of the brigade, unless all requirements in regards to brigade training and activities as set out under section 4.7 have been satisfied.

## **7. Procedure at Meetings**

Meeting procedures and protocols are to be in accordance with the brigade's meeting procedures and protocol guidelines.

### **Part 2—Committee**

#### **1. Meetings**

- (1) Each brigade shall have a Brigade Executive Committee. The Brigade Executive Committee shall meet each calendar month or as required.
- (2) Any functions of the brigade may be delegated to the Brigade Executive Committee provided that a motion approving of the delegation has been carried at either an Ordinary Meeting or AGM.
- (3) The Brigade Executive Committee shall consist of the following Office Bearers—
  - (a) Chairman
  - (b) Secretary
  - (c) Treasurer
  - (d) FCO's
  - (e) Captain
  - (f) Other Office Bearers
  - (g) A Bush Fire Ready Coordinator Representative where this organisation exists and the representative is a member of the Brigade.
- (4) The Brigade Executive Committee will be responsible for the management and administration of the brigade. The brigade officers are responsible for all operational requirements of the brigade.
- (5) A motion carried by the vote of a majority of those present at a Brigade Executive Committee meeting shall be accepted as the decision of the Brigade Executive Committee.
- (6) Each Brigade Executive Committee Member present at a meeting of the Brigade Executive Committee shall be entitled to one (1) vote. In the event of an equality of votes the Chairman will be entitled to a second or casting vote.
- (7) The Secretary must keep accurate minutes of the meeting.
- (8) Minutes of these meetings shall be made available to members of the brigade.
- (9) The term of all elected positions on the Brigade Executive Committee shall expire at the completion of the next AGM of the brigade.

### Part 3—Brigade Elections

#### 1. Nomination of Candidates for Brigade Elections

- (1) Any person accepting a nomination for a Brigade Executive Committee position must be competent and qualified to perform the duties and responsibilities of that position.
- (2) The Secretary shall advise the Chairman of the brigade at the general meeting prior to the AGM that nominations are required to be presented at the AGM.
- (3) A person can only be nominated by an Active Member.
- (4) A nomination must be endorsed by a second Active Member filling out a Nomination Form in the form of Schedule 1 attached.
- (5) Each member is only entitled to nominate one (1) person per position.
- (6) A nomination may be made—
  - (a) in writing or email to be received by the Chairman before the official close of nominations; or
  - (b) verbally at a general meeting prior to the AGM.
- (7) Nominees must sign or indicate acceptance of nomination.
- (8) Nominees for operational Brigade Officer positions must meet the minimum requirements for training as set out under section 3 of these Rules.
- (9) Nominees for Brigade Officer positions must accept all requirements imposed by the Local Government, the brigade or legislation.
- (10) The Brigade Executive Committee will assist and mentor new Brigade Officers in their new roles.
- (11) The CBFCA or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.

#### 2. Conduct of Elections

- (1) Positions shall be determined by vote in accordance with the following order:

<b>Order</b>	<b>Officer</b>	<b>Term</b>
1	Chairman	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	FCO Nominations	1 year
5	Captain	1 year
6	Lieutenants	1 year
7	Training Officer	1 year
8	Equipment Officer	1 year
9	Other	1 year

- (2) Any additional positions to the Brigade Executive Committee or the Brigade are to be elected in accordance with Brigade standard meeting procedures.

- (3) Any appointment to the office of Bush Fire Control Officer shall not have effect until the nomination has been considered by the Bush Fire Advisory Committee and the appointment has been approved by the local government.

**3. Absentee Votes**

- (1) Where a member of the Brigade or the Brigade Executive Committee is not able to be present to cast their vote in person, that member may cast an absent vote.
- (2) An absent vote shall be cast by the member in writing or email and be received by the brigade secretary prior to the voting on any matter before the meeting.
- (3) The absent vote shall contain the name of the person casting the vote and some verification of authenticity of the vote (ie signature or email address if voting by email).

**4. Supplementary Elections**

Where a supplementary election must be held due to a vacancy in a position as a result of an early resignation or other reason, the Brigade Executive Committee, by majority vote, will appoint a consenting Active Member for the remaining term of the vacant position.

Policy Reference No. – 033

Owner Unit – Ranger and Emergency Services

Originator – Ranger and Emergency Services Coordinator

Policy approved by – Council

Date Approved – 12 August, 2015

Review Frequency - As required

Related Documents - Acts, Regulations and Local Laws administered by the City

Background/History –

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
C1508/216	12 August, 2015	Date of implementation Version 1

**Schedule 1**

**NOMINATION FORM**  
(Part 3 – Brigade Elections - Clause 1(4))  
(Name of Brigade) Volunteer Bush Fire Brigade

I.....as an active member of the  
.....Volunteer Bush Fire Brigade hereby nominate for the position of (please tick ✓)–

- |                       |                           |
|-----------------------|---------------------------|
| Fire Control Officers | Lieutenant                |
| Captain               | Chairman                  |
| Secretary             | Treasurer                 |
| Training Officer      | Equipment/Comms Officer   |
| First Aid Officer     | Station/Callout Attendant |

*(If nominating for more than one position, separate forms are required)*

I ..... as an active member of  
..... Volunteer Bush Fire Brigade hereby endorse the above nomination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full name of Nominee: .....

Address: .....

Contact Details—

Home: .....

Mobile: .....

E-mail: .....

DFES Identification Number: .....

I certify that I have read and understand the duties and responsibilities for the position I have been nominated as specified under the Volunteer Bush Fire Brigade Rules and that I have currency in all the competencies required. I understand that if I do not have currency in all the competencies required I can still be nominated subject to the approval of the CBFCO. Such approval may be conditional on further training or other arrangements as deemed necessary.

\_\_\_\_\_  
Signature Date  
Received by Secretary/Returning Officer—

\_\_\_\_\_  
Signature Date