



Blue Mountains Rural Fire Service Group Support BRIGADE NEWSLETTER APRIL 2017

The Brigade 2017 Annual General Meeting is only weeks away and we encourage all members to try to attend this important meeting. The Secretary has available nomination forms if you haven't already completed these and there are some at the back of this newsletter. Members are asked to bring a plate so that following the meeting a light lunch will occur.

The Secretary has sent invitations to The Group Leader, Group Captains, Brigade Captains the District manager and Staff.

The District Manager or his representative will be asked to act as Returning Officer for the Brigade elections.

As part of this newsletter we have included a list of the rolls of Field and Administrative Officers.

We ask all members to familiarise themselves with these rolls.

Number of Field Officers:

At the Executive meeting held on the 9th April it was decided that four (4) Field Officers would be elected at this AGM. The Captain and Senior Deputy Captain are mandatory positions under the constitution.

Voting:

Voting for all positions Field and Administrative are conducted by way of a secret ballot and scrutinized by Group Officers.

Field Officers positions become active on 1st July whilst Administrative positions commence immediately at end of the AGM elections.

Members who are unable to attend the AGM can either send a postal vote to the Secretary which will be handed to The Returning Officer or can use a proxy vote. A proxy vote is when a member asks another member to vote on their behalf. The member asking another to be their proxy will provide the selected person with a list of their intended nominees.

These votes will be cast at the AGM. A member can only act for two other Members as a proxy.

New Members:

A number of new members have recently joined the Brigade and we welcome these folk to our family. Please assist these new Members to settle into the various tasks of the GSB.

We would also like to congratulate Dianne Knight on her recent retirement and wish her well for the future.

Also congratulations to Janice Ryeland on becoming a Grandmother. Her son Matthew and his wife have had a boy – Sonny Robert Ryeland.

OCV:

There is still no date as to when the modification will occur for the OCV. It is suggested work will commence during the non-fire season.

Training:

Members have participated in a variety of training activities and we understand that we now have only one Member who has not completed BF training.

New Constitution:

As you are most probably aware the RFS has implemented a new Constitution for all Brigades. The implementation date now has been moved to December 2017. The Executive resolved at the meeting of the 9th April that the new Executive should review all existing Brigade rules and devise any new rules require for consideration by the Brigade Members. At the General meeting of the 9th April the president moved a motion seek our annual review of our current constitution to be suspended until December. This was carried.

One new rule proposed was that adhering to Life Membership.

If you wish more information on the constitution both documents are on the web-page.

Life Membership:

At the February meeting Ian Mann was given a life Membership. Congratulations Ian.

Honour Board:

At last we can report that the Honour Board is to be re-located from its present position in the old operations room to an area approved by the District Manager.

Our sincere thanks to David and Rob for approving this action for our Brigade.

The Members have given approval for gold lettering to be brought up-to-date.

Janne Bent is following up with the Sign-writer re this action

MYRFS

Don't forget to log into myrfs where all service standards and relevant rfs forms can be accessed as well as your own records. Your personnel number found on the brigade contact list which can be viewed on Brigade website. If you have any queries please contact the Captain

District Office staff

For your information below is list of the district office staff and their ranks

Position	Rank	Name
District Manager (FCO)	Superintendent	David Jones
2IC / District Coordinator (DFCO)	Inspector	Rob Vinzenz
District Coordinator		Andrew Kaye
Operational Officer L2	Officer L1	Justin Pinson
Community Safety Officer		John Norris
Operations Support Officer		Peter Verhoeven
Operational Officer L1	Officer L1	Michael Kerr
Operational Officer L1		Stephen Kada
Fire Mitigation Officer		Helen Belshaw
District Administration Officer		Fion Rose
District Administration Officer		Alison Church
District Administration Officer		Davina Eason

NSW Rural Fire Service Blue Mountains GROUP SUPPORT BRIGADE

Nominations for election of Field and Administrative Officer positions must be delivered to the Secretary in writing, signed by the Nominee and at least two (2) members, at least fourteen (14) days prior to the Annual General Meeting.

NOMINATIONS

The Nomination Forms are for the positions listed in the Notice of Annual General Meeting. If you would like to stand for any position you must: be a Probationary or Ordinary Member

1. Fill in the position/s you are standing for and sign the form
2. Have two (2) members sign your Nomination form
3. Return to Pam Stewart, Secretary by 6 May 2017
- 4.

How do you know if you are eligible to stand?

1. To stand for position of Captain, Senior Deputy Captain and Deputies you must have achieved the minimum level of competency set by the Service Standard or by the District Manager (currently crew leader)
2. All Probationary and Ordinary members are eligible to stand for Administrative positions, i.e. President, Secretary, etc.

Information on Postal/Absentee Voting

Postal Vote forms for positions in the Group Support Brigade Annual General Meeting to be held on Sunday 21 May 2017 at 1100 hours are available. You should ring or email the Secretary that you require a Postal Vote and a list of candidates for voting for will be sent to you after 6 May, 2017. Your postal vote (emailed or posted) must reach the Secretary prior to the commencement of the meeting.

Also, if you are unable to attend you may appoint another member to vote on your behalf by advising the Secretary or Returning Officer of the name of the other member, who will be voting on your behalf, in writing, prior to the commencement of the meeting. A member may not vote on behalf of more than two (2) absent members.

To be eligible for a vote you must

1. Be an Ordinary Member
2. Be an active member and have participated in 3 Brigade operational activities

The list of Candidates will be available after the 6 May, 2017.

Please contact Pam Stewart if you won't be able to attend the Annual General Meeting, but you would like a Postal Vote.

Postal Votes must be returned to:

Pam Stewart,
Secretary, RFS Group Support Brigade
PO Box 53
Lawson 2783

And be forwarded in a sealed envelope by post, to the Secretary's address as above, or delivered by hand up to the commencement of the meeting.

Sufficient time should be allowed for such to arrive by post.

GSB Roles:

NB: A member may be elected as both a field officer and an admin officer
A member may be elected as both secretary and treasurer

ADMINISTRATIVE OFFICERS:

The President:

- preside at all meetings of the Brigade and the Executive Committee; and
- Be entitled to be an ex-officio member of all sub-committees that may be appointed.

The Vice President:

- assist the President in the discharge of his or her duties; and
- Preside at all meetings of the Brigade and the Executive Committee in the absence of the President.

The Secretary:

- attend whenever possible and take minutes of the proceedings of all meetings of the Brigade and the Executive Committee and keep those minutes of meetings in a book which is to be open for inspection by all Members at any reasonable time;
- prepare and circulate notices of meetings of the Brigade;
- receive all correspondence directed to the Brigade and prepare and sign all outward correspondence as the Secretary may be directed by the Brigade or Executive Committee from time to time;
- keep and maintain a register of the Members of the Brigade in accordance with the requirements of the Service Standards; and
- perform such other duties as the Executive Committee may prescribe from time to time.

The Treasurer:

- collect and receive all monies on behalf of the Brigade and deposit all such moneys in an account in the name of the Brigade at a financial institution approved by the Executive Committee;
- make payment of all accounts as required
- maintain to the satisfaction of the Executive Committee a proper system of accounts for all moneys received and disbursed on behalf of the Brigade
- keep all vouchers for all moneys expended by the Brigade and all records and vouchers in respect of moneys received by the Brigade;
- prepare periodical financial statements for presentation to the Brigade from time to time;
- arrange for an audit of the financial records of the Brigade to be conducted by the auditor appointed by the Brigade at least once in every year;
- perform such other duties as the Executive Committee may prescribe from time to time; and
- Deal with all taxation and related matters which concern the Brigade.

Work Health and Safety Officer

- Represent the Brigade at any WH&S meetings that may be convened from time to time by the District manager or his representative
- Prepare a report to the Brigade on those meetings
- Report to the Captain any matters that are or could pose a safety threat to members of the Brigade

RFSA Delegate

- Two (2) delegates are to represent the Brigade at each Blue Mountains Branch RFSA meeting
- One delegate is to prepare a report to the Brigade on those meetings
- If a delegate is unable to attend the RFSA meeting, organize an alternative delegate to represent the Brigade on your behalf and notify the President of the delegates name

Members Representative

- Represent the members of the Brigade at Executive Committee Meetings and General Meetings of the Brigade

Catering Officer

- Liaise with Captain and District Office to provide catering for District as required
 - Organize menus, and buying as required
 - Invoice check stocks and requisition as required within Brigade limits

Assistant Catering Officer

- Assist the Catering Officer to carry out his/her duties
- In the absence of the Catering Officer, the most senior Assistant Catering Officer will perform the duties of the Catering Officer.

FIELD OFFICERS:

NB: A member is not eligible for nomination as a field officer unless he/she has achieved the minimum level of competency set by the service standards or by district office (currently crew leader in Blue Mountains district)

Captain

- Liaise closely with the Fire District Office, Group Officers and other brigade Captains;
- Be conversant with the Rural Fires Act 1997, Regulations, Service Standards, Standard Operating Procedures and any Council policies relevant to the role;
- Ensure that the Brigade is operated in a professional manner and that morale and efficiency within the Brigade is maintained;
- Coordinate and supervise the operational and training activities of the Brigade; and
- Carry out any other function as prescribed in Blue Mountains District SOP AB-01.

Senior Deputy Captain and Deputy Captains

- Assist the Captain to fulfil his/her duties
- Implement the directions of the Captain to best of his/her ability using the personnel and equipment available.

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE BLUE MOUNTAINS RURAL FIRE SERVICE GROUP SUPPORT BRIGADE will be held on Sunday 21 May, 2017 at the Emergency Services Centre, Cnr Great Western Highway and Narrow Neck Road, Katoomba commencing at 1100 hours.

Agenda

Welcome and Apologies
Minutes of Previous Annual General Meeting
Business Arising

Reports

District Manager
Group Officers
Captain
President
Treasurer
Other representatives and members

Presentations

Election of Office Bearers

Election of Field Officers

Captain 1
Senior Deputy Captain 1
Deputy Captains - 4

Election of Administrative Positions

President 1
Vice President 1
Secretary 1
Treasurer 1
Catering Officer 1
Two (2) Assistant Catering Officers
Occupational Health and Safety Officer 1
Two (2) Rural Fire Service Association Delegates and two (2) Alternates
Two (2) Member Representative
Two (2) Equipment Officers
1st Aid Officer 1
Community Education Officer 1

Appointment of an Auditor
Annual Subscription

Refreshments will follow the Meeting
Members are asked to bring a plate to share

POSITION you are standing for	CANDIDATE	Nominator	Seconded
	Name	Name	Name
	Signature	Signature	Signature

POSITION you are standing for	CANDIDATE	Nominator	Seconded
	Name	Name	Name
	Signature	Signature	Signature

POSITION you are standing for	CANDIDATE	Nominator	Seconded
	Name	Name	Name
	Signature	Signature	Signature

DATELINE

DATE	EVENT	LOCATION	CONTACT
Saturday, 6 May 2017	AGM Nominations due		
Sunday, 21 May 2017	GSB Annual General Meeting	District Office	Secretary with apologies
Sunday, 18th June 2017	Brigade Executive meeting	District Office	Secretary with apologies
Sunday, 18th June 2017	Brigade General Meeting	District Office	Secretary with apologies
Sunday, 20th August 2017	Brigade Executive meeting	District Office	Secretary with apologies
Sunday, 20th August 2017	Brigade General Meeting	District Office	Secretary with apologies
Sunday, 15th Oct 2017	Brigade Executive meeting	District Office	Secretary with apologies
Sunday, 15 th Oct 2017	Brigade General Meeting	District Office	Secretary with apologies
Sunday, 14 Dec 2017	Brigade General Meeting	District Office	Secretary with apologies