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BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995

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**SHIRE OF COLLIE**

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**BUSH FIRE BRIGADES  
LOCAL LAW 2017**



**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF COLLIE

**BUSH FIRE BRIGADES LOCAL LAW 2017**

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**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF COLLIE

**BUSH FIRE BRIGADES LOCAL LAW 2017**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Collie resolved on 20 June 2017 to make the following local law.

**PART 1—Preliminary**

**1.1 Citation**

This local law may be cited as the *Shire of Collie Bush Fire Brigades Local Law 2017*.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires—

**Act** means the *Bush Fires Act 1954*;

**brigade area** is defined in clause 2.2(1)(b);

**brigade member** means a fire fighting member, associate member, a cadet member or an honorary life member of a bush fire brigade;

**brigade officer** means a person holding a position referred to in clause 2.2(1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

**bush fire brigade** is defined in section 7 of the Act;

**Bush Fire Operating Procedures** means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

**CEO** means the chief executive officer of the Shire of Collie;

**Council** means the Council of the local government;

**Department** means the Department of the Public Service principally assisting in the administration of the *Fire and Emergency Services Act 1998*;

**district** means the district of the local government;

**Elected Officer** means a member of a bush fire brigade holding a position listed in Section 1.2(2) of this Local Law;

**fire fighting member** is defined in clause 4.2;

**local government** means the Shire of Collie;

**Quarter** of year, means every 3 months;

**Regulations** means Regulations made under the Act; and

**Rules** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

(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) a Training Officer;
- (f) an Equipment Officer
- (g) a Secretary.
- (h) a Treasurer; or
- (i) a Secretary / Treasurer combined,

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

### 1.3 Repeal

The *Shire of Collie Local Law No. 7—Bush Fire Brigades* as published in the *Government Gazette* on 16 August 2000 is repealed.

### 1.4 Application

This local law applies throughout the district.

## 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 elected 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—
  - (i) a Captain;
  - (ii) a First Lieutenant;
  - (iii) a Second Lieutenant;
  - (iv) additional Lieutenants if the local government considers it necessary;
  - (v) a Training Officer;
  - (vi) an Equipment Officer;
  - (vii) a Secretary; and
  - (viii) a Treasurer; or
  - (ix) 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 and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a Bush Fire 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. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant, any other Lieutenants, Training Officer, Equipment Officer and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

(2) The powers and authorities of officers of a bush fire brigade are as for Section 44(1) of the Act.

### *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.

### *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, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

**2.7 New arrangement after dissolution**

If a 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, in accordance with part 2

**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, the Bush Fire Operating Procedures, 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 thereto from time to time.

*Division 2—Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer  
and Fire Weather Officer*

**3.3 Managerial role of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Weather Officer**

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Act. The position is required to perform active operational duties in relation to both fire fighting and the fire prevention strategies within the local community.

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.

The role of the Deputy Chief Bush Fire Control Officer is to assist and report back to the Chief Bush Fire Control Officer.

**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—

- (a) provide leadership to volunteer bush fire brigades;
- (b) 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;
- (c) 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;
- (d) Endeavour to complete shire mitigation works according to Shire Mitigation Plan and written report of all fires, permits issued and burn offs within 14 days to staff.
- (e) Oversee Local Government hazard reduction work in accordance to the plans and report to Council.

*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 June/July each year.

**3.7 Nomination of Elected Officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the Bush Fire Control Officer for the brigade area until the next general meeting.

### **3.8 Nomination of Bush Fire Control Officer to the local government**

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.

Local Government Officers may be nominated as Bush Fire Control Officers and endorsed through the Bush Fire Advisory Committee.

### **3.9 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—

- (a) Bush Fire Advisory Committee; or
- (b) Council, if there is no Bush Fire Advisory Committee,

following their receipt under subclause (1).

#### *Division 4—Bush Fire Advisory Committee*

### **3.10 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.

The Bush Fire Advisory Committee is to be convened at least three times per year.

### **3.11 Advisory Committee to nominate Elected 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 and other elected positions for the brigade area.

### **3.12 Local government to have regard to nominees**

When considering persons for each of the positions 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.

Council has the power to request that alternative nominees be provided to each of the elected positions.

### **3.13 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—

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are—

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.



#### 4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

#### 4.6 Notification of membership

No later than June/July each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

### 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, Local Government Code of Conduct and Local Government Policies.

### PART 6—EQUIPMENT OF BUSH FIRES BRIGADES

#### 6.1 Policies of local government

The local government may make policies under which it—

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

#### 6.2 Equipment in brigade area

Not later than 31 December 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.

## SCHEDULE 1—RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

### PART 1—PRELIMINARY

#### 1.1 Interpretation

(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—

“**absolute majority**” means a majority of more than 50% of the number of—

- (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee;

“**Committee**” means the Committee of the bush fire brigade;

“**local law**” means the Shire of Collie Bush Fire Brigades Local Law; and

“**normal brigade activities**” is defined by section 35A of the Act.

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

### PART 2—OBJECTS AND MEMBERSHIP OF 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 functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

**2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

**2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to—

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership,
- (d) Complies with the rules, current LG code of Conduct and policies.

and the Committee is to act within the parameters of any such policy in determining applications for membership.

**2.4 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of—

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

**2.5 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) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

**2.6 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 of Fire and Emergency Services within 14 days of a person being admitted to membership in the form required by the Department from time to time.

**2.7 Termination of membership**

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; or
- (d) is dismissed by the Committee or by Council.

**2.8 Suspension of membership**

(1) May be performed by the Captain in writing and ratified at the next brigade committee meeting.

(2) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee or Council, circumstances warrant suspending the member.

(3) The period of suspension shall be at the discretion of the Committee or Council.

(4) Upon the expiry of the period of suspension the Committee may—

- (a) extend the period of suspension;
- (b) terminate the membership; or
- (c) reinstate the membership.

**2.9 Existing liabilities to continue**

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of termination of the membership.

**2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

**2.11 Objection Rights**

A person whose—

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(c), clause 2.7(d) or clause 2.8(4)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(4)(a),

has the right of objection to the local government which may dispose of the objection by—

- (d) dismissing the objection;
- (e) varying the decision objected to; or
- (f) 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.

### PART 3—FUNCTIONS OF BRIGADE OFFICERS

#### **3.1 Chain of command during normal brigade activities**

Subject to the Act and the local law, the command procedures to apply during normal brigade activities are as detailed in the local government's Bush Fire Operating Procedures.

#### **3.2 Duties of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the next most senior officer of the bush fire brigade is to preside at the meeting.
- (3) The Captain is to ensure that mitigation work reports are received by the Local Government within 14 days of actioning
- (4) The Captain is to monitor members and Elected Officers have achieved training levels appropriate to their duties.

#### **3.3 Brigade Lieutenant**

The Lieutenant of a volunteer bush fire brigade is responsible for the operational management of volunteer bush fire fighters during brigade activities. The position is to provide both operational and administrative support to the Captain in managing the bush fire brigade. The position reports to the Captain on all matters pertinent to the functioning of the bush fire brigade and/or personnel whom they are supervising. The Lieutenant should have appropriate experience and qualifications to perform the duties as described.

#### **3.4 Brigade Training Officer**

The Brigade Training Officer is responsible for the management and coordination of bush fire brigade training, and the documentation of these activities. This includes holding regular drills; assist the Local Government in the administration of Pathways Training; ensure that training is available to any interested bush fire brigade members on an equal opportunity basis; and develop bush fire brigade training plans as appropriate.

The position is not required to perform active operational duties and may be inclusive to an operational position held within the bush fire brigade. The position reports to the Captain on training matters pertinent to the bush fire brigade.

#### **3.5 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

#### **3.6 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the bush fire brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

#### **3.7 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 December of each year, a report to the Local Government; Secretary; bush fire brigade captain; and Chief Bush Fire Control Officer describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

#### **3.8 Secretary**

The Secretary is to—

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by bush fire brigade members at any reasonable time;
- (b) Provide names of Elected Officers to the Local Government within 14 days of AGM;
- (c) answer all correspondence or direct it appropriately, and keep a record of the same;
- (d) prepare and send out all necessary notices of meetings;
- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.

- (f) maintain a register of all current bush fire brigade members which includes each bush fire brigade member's contact details and type of membership.
- (g) provide no later than June/July in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each bush fire brigade member.
- (h) Ensure items for budget consideration are forwarded to the CBFCO no later than 31st December.
- (i) Ensure members receive copies of Local Law document, pursuant to 3.2 of Local Law.

Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.9 Treasurer**

The Treasurer is to—

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

## **PART 4—COMMITTEE**

### **4.1 Management of bush fire brigade**

(1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.

- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions
- (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Constitution of Committee**

(1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, the Lieutenants, Training Officer, Equipment Officer, Secretary and Treasurer of the bush fire brigade.

(2) The brigade officers are to—

- (a) be nominated at the annual general meeting of the bush fire brigade;
- (b) be approved by a decision of Council;
- (c) hold office until the next annual general meeting; and
- (d) be eligible for re-election at the next annual general meeting.

(3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.

(4) The Committee may nominate to Council a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

(5) The Council may approve the nominees or request that an alternative nominee be provided for one or more of the positions.

## **PART 5—MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Bush Fire Control Officer, for the purpose of—

- (a) organising and checking equipment;
- (b) requisitioning new or replacement equipment;
- (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- (d) establishing new procedures in respect of any of the normal brigade activities; and
- (e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.2 Special meetings**

(1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.

(2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members, the Chief Bush Fire Control Officer and to the Local Government.

(3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.

(4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

### **5.3 Annual general meeting**

(1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members, the Chief Bush Fire Control Officer and to the Local Government.

(2) At the annual general meeting the bush fire brigade is to—

- (a) nominate the brigade officers from among the brigade members;
- (b) consider the Captain's report on the year's activities;
- (c) adopt the annual financial statements;
- (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
- (e) deal with any general business.

(3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.4 Quorum**

(1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of members of the bush fire brigade.

(2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

### **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

### **5.6 Auditor**

(1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.

(2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

## **PART 6—MEETINGS OF COMMITTEE**

### **6.1 Meetings of Committee**

(1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.

(2) The Captain or Secretary may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 Voting**

Each brigade officer is to have one vote, however, in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7—GENERAL ADMINISTRATION MATTERS**

### **7.1 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.2 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### 7.3 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly or by jointly approved electronic funds transfer by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

### 7.4 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

### 7.5 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

## PART 8—NOTICES AND PROXIES

### 8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post or email if available to the registered address or nominated email address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be—
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by—
    - (i) personal delivery;
    - (ii) post; or
    - (iii) email;
  - (d) taken to have been received, as the case may be—
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or
    - (iii) on receipt of a delivery report.

### 8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.



APPENDIX II—APPLICATION FOR MEMBERSHIP
ASSOCIATE MEMBER

I make application to be an associate member of the Bush Fire Brigade.

(a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

MDL No: Classes:

(b) I am prepared to offer my services in the following capacity—

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name

My private address is

My business address is

I can be contacted on—

Telephone No: (Home) (Work)

Email: (Mobile)

CB Radio: Channel Call Sign

I give these undertakings—

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and any Regulations made under the Act and the local law and policies of the Shire of Collie relevant to fire control and bush fire brigades;
(3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

Brigade Captain

APPENDIX III—APPLICATION FOR MEMBERSHIP
CADET MEMBER

I make application to be a cadet member of the Bush Fire Brigade.

Applicant's Name

My private address is

I can be contacted on—

Telephone No: (Home) (Work) Mobile

Email:

CB Radio: Channel Call Sign

I declare that I am years of age and in good health.

Date of Birth:

I give these undertakings—

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and the Regulations made under that Act, and the local law and policies of the Shire of Collie relevant to the activities of cadet members;
(3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

PARENT / GUARDIAN CONSENT—

I, being the parent/guardian of the above applicant, consent to him/her being a cadet member of the Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed



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**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....  
                    Brigade Captain

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The Common Seal of the Shire of Collie was affixed in the presence of—

Cr WAYNE SANFORD, Shire President.  
DAVID BLURTON, CEO.

Date: 27 June 2017.

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