

The Oaks VRFB – Brigade Rules

TOVRFB MEMBER

- 1) Active member - To conform to TOVRFB Constitution subsection 6.5.2 (b) for an Ordinary Member to be “available to attend fire calls”, they must be an “Active” Member in the brigade. An Active Member is one who is fit and proper to attend fire calls. An Active Member is defined as:
 - 1.1 Is an Ordinary Member as defined under the TOVRFB Constitution; and
 - 1.2 Attend one (1) practical training (*) within the six (6) consecutive training sessions or has attended Rural Fire Service approved training away from the brigade within the six (6) consecutive training sessions (or has been given exemption by the Executive Committee); and
 - 1.3 Attended previous AGM (or was a minuted apology or has been given exemption by the Executive Committee); and
 - 1.4 Attend 1 General Meeting within a three (3) month period (or was a minuted apology); and
 - 1.5 Is a financial Member as required under the TOVRFB Constitution 6.5.2 (c); and
 - 1.6 Provides updated information, advice on or completion of the Member Information Form by no later than one month after the Brigade AGM.(*) Note: Participation at Brigade or Wollondilly District activated fire-fighting duties on a scheduled Brigade Training day can be considered as meeting the requirement for practical training.
- 2) Reinstating Active member –
 - a) Inactive - If a Member has lost their Active status, as confirmed by the Executive Committee (refer to Brigade Rule # 8), then to reinstate as an Active Member the Member must have fulfilled the Active Member requirements as noted in Brigade Rule # 1 with the exception of item 1.2. Where instead a Member must attend one (1) extra training session within the six (6) consecutive training sessions, beyond that noted in item 1.2. One (1) of the training sessions must be an appropriate practical training session (i.e. Sunday Morning), unless an exemption is given by the Training Officer & Executive.
 - b) Associate & Rejoining Member– If a member wishes to reinstate as an Active Member the member must undertake
 - and pass the various summary/test questions in the Basic Fire-fighter Handbook (closed book test); and
 - Within one quarter (refer to Brigade Rule # 9) attended 2 of the 3 Monday night training sessions and 2 of the 3 Sunday morning training sessions; and
 - Demonstrations to the Training officer’s satisfaction, sufficient proficiency, knowledge and teamwork as a fire-fighter.

Brigade Activities

- 3) Brigade Activities - To conform to TOVRFB Constitution subsection 6.5.2 (a) Brigade Activities are defined as:
 - (a) Training Sessions; and
 - (b) Annual General Meeting (as defined under TOVRFB Constitution 6.1); and
 - (c) General Meetings (as defined under TOVRFB Constitution 6.2).
- 4) Training – a) Active, full participation is required, to be deemed as having attended training. Apologies for absence at training sessions are not accepted as attendance. b) Full PPE must be worn to every training session, as any session can be of a practical nature.
- 5) Regular participation of Brigade Activities - the definitions for TOVRFB Constitution 6.5.2 (a) “Regular participation” are set out in Brigade Rules Nos 1, 2, 3, 4 and 6

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Voting and Nominating for Field Officers

- 6) To vote for Field Officers – to be eligible to vote, an Active Member must have been active for two (2) quarters (refer to Brigade Rule 9) of the Brigade year prior to the vote being taken.
- 7) Nominating for Field Officer - A list of Active Members shall be attached to the nomination form for brigade positions. Only Active Members who have retained **75%** Active status throughout the year, may nominate or stand for a Field Officer positions

GOVERNANCE

- 8) Review of Active Status - The Executive Committee is to act as a review panel for Active status (refer to Brigade Rules Nos 1 and 2) of Members every quarter (refer to Brigade Rule 9) and advise Members of their status by letter, email, sms or the website. Active status will be attributed for the coming quarter from a review of the previous quarter.
- 9) Brigade Year – A Brigade year will consist of four quarters commencing from the AGM and finishing at the AGM a year later. The quarters are defined as May to July (inclusive), August to October (inclusive), November to January (inclusive) and February to April (inclusive). The six (6) consecutive training session's attendance sequence, General Meeting three (3) month sequence and Active quarterly review sequence are scheduled in each of the quarters.
- 10) Additional Field Officers – Additional Field Officer may be nominated outside of the AGM on the request of 2/3rds of the Field Officers. This recommendation shall be presented to the executive and processed as per the constitution for the election of Field Officers
- 11) Protocol & Correspondence – All matters relating to Brigade business must be kept within the boundaries of the Brigade and be dealt with accordingly as described in the Brigade Rules and Constitution. If a Member has concerns or issues arising out of Brigade, District or NSW RFS directives &/or actions they must raise their concerns to the Executive Committee. The Executive Committee will then try and resolve the issues/concerns, but may in turn address the concerns/issues with District. In this regard, at no point should a Member directly contact either District or NSW RFS without first having consulted with the Executive Committee. In all Brigade related matters the Executive Committee must be the first avenue for resolution.

Dispute Resolution

- 12) Dispute on Active/Inactive Status – If a Member disputes their active or inactive status, the Member is to write to the Executive Committee requesting an appeal, giving detailed reasons for the appeal review. Any appeal must be reviewed by the Executive Committee taking into consideration all necessary documentation, including but not limited to: - attendance records, NSW RFS Regulations, TOVRFB Constitution and Brigade Rules. A formal response advising and explaining the decision on the appeal will then be sent to the Member. TOVRFB Constitution 6.5.3 does not apply to Active or Inactive dispute resolution.
- 13) Dispute on entitlement to vote for Field Officers and nominating as Field Officer – Prior to any enactment of TOVRFB Constitution 6.5.3, a Member must first advise the Executive of a dispute. The Executive Committee is to act as a review panel for any appeal of Active status and therefore Nominations for Field Officer. The appeal is to be finalized seven days before the close of nominations of Field Officers. Dispute resolution review will be in accordance with the TOVRFB Constitution and Brigade Rules
- 14) Disputes between Member(s) &/or Executive Member(s) &/or Field Officer(s) – If any Member has a dispute with any other Member(s) or Executive Member(s) or Field Officer(s), they are to contact any member of the Executive Committee and formally raise their concerns.

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The Executive Committee will act as mediator between the two parties to resolve the issue. Where Executive Member(s) are involved in the dispute the Ordinary Member can appoint an Active Member to sit in on the mediation process.

- 15) Suspension of Members – If a Member deliberately disregards the TOVRFB Constitution &/or Brigade Rules, the Executive Committee must review the action(s) undertaken by the Member and if required request the Member to attend the Executive Committee to explain their actions. If the Executive Committee feels that the actions are of significant severity they can suspend the Member for a period of time, as determined by the Executive Committee. Suspension of a Member automatically makes them Inactive. If a Member commits three such actions within a 12 month period the Member is automatically suspended from the Brigade for a minimum of 6 months and voting rights at the next AGM are revoked (or more depending on the outcome of a review by the Executive Committee). In all such cases the Wollondilly RFD will be notified and brought in to review all actions and adjudications and determine if any further action or any mediation is required.

Classifications of other Member types

- 16) Associate member - is a current member who wishes to remain a member of the brigade but not as an Ordinary Active member.

An Associate member:

- Status can be assigned to member at anytime within their membership of the brigade;
- Status can be allocated to a member (by written notification) by either the Executive or by the member;
- Status is automatically applied to a member after 12 months of being Inactive;
- Cannot vote for Field Officers or Administrative positions;
- Can (but is not required to) attend Annual and General meetings;
- Cannot vote at Annual and General meetings;
- Can attend/take part in fundraising events such as BBQ's etc. where uniform or PPE is not required to be worn;
- Can assist in general maintenance and up keep of the brigade facilities and equipment;
- Pays the annual subscription fee to the brigade;
- Can be reinstated to Active after having completed training as specified in the Brigade Rules; *see brigade rules #2*
- Is not entitled to long service award nominations whilst an Associate member or have the period as Associate member included in the count as an Ordinary active member;
- Is subject to the Brigade Constitution and Rules;
- Must return all Brigade issued PPE and equipment (e.g. bag, pager, overcoat etc); and
- Is a valued and important member of the Brigade.

- 17) Probationary Members – is a new member or transferring member who is proposing to join the brigade and is in a set period of time allowed for review, prior to any voting for acceptance as an 'Ordinary Member' by the Brigade

Probationary New Members:

- Must have been interviewed by the executive prior to application being completed and forwarded by District to MCU;
- Must wait for MCU clearance before doing Safety Induction, Volunteer Induction and any training or brigade activities can commence;
- Are required to do a 6 months probationary period from acceptance by MCU, providing the BF course is completed in this time, otherwise the probationary period runs until completion of the BF course;
- Cannot go on a fire call until the BF course is completed and agreed by the Captain and Executive;
- Cannot vote if there is an election in this period; and
- Cannot nominate for a Admin position, unless the election is close to the end of the probationary period, (within the three weeks from the end of their probationary period).

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Probationary Transferring Members

- Must have been interviewed by the executive prior to application being completed and forwarded by District to MCU;
- Must wait for MCU clearance before any training or bridge activities can commence;
- Are required to do a 3 months probationary period from acceptance by MCU, providing they are already BF or higher qualified;
- If a transferring members is not BF qualified then they must comply with the Probationary New Members requirements;
- Within one quarter (refer to Brigade Rule # 9), attended two (2) training sessions, one (1) of which must be a Practical Training session (i.e. Sunday morning);
- Cannot respond to fire calls during probationary if they are only BF qualified until such time as the Captain, Training Officer and Executive deem them fit; and
- Cannot nominate for a Field or Admin position, unless the election is close to the end of the probationary period, (within the three weeks from the end of their probationary period).