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Another great year for the Gungahlin Rural Fire Brigade (the Brigade). This year we welcomed a number of new recruits to our team. On behalf of the Brigade, I welcome you to our family.

You will assist the community when it needs your help the most; you will undertake a task most people drive away from; you will be a member of a great team of people with similar interests and commitment to public service; and you will develop skills you can use in other parts of your life.

The Brigade has an Executive Committee providing leadership for the Brigade. The Brigade Executive is currently:

- President – Peter Beutel
- Treasurer – Neil Drummond
- Secretary – Peter Warner
- Brigade Captain – Simon Butt

New members are encouraged to talk to the Executive if you have any questions about Brigade operations and behaviours.

Our brigade officers and senior members of the Brigade are also willing to assist you with your personal development. I am sure they will make you feel welcome and will always be willing to provide you instruction and advice.

It is hoped that this handbook will provide you with information that helps you understand how the Brigade operates, the values and standards of this team and the fantastic accomplishments achieved by a relatively new brigade in the service of the Canberra community.

I look forward to working with you during training and on the fire ground.

Peter Beutel
President
September 30, 2016
1.0 Introduction to the Brigade

The Gungahlin Rural Fire Brigade (the Brigade) of the ACT Rural Fire Service (ACTRFS) is based at the Gungahlin Joint Emergency Services Complex (JESC) located in the central business area of Gungahlin. The JESC is a multi-user facility shared with the Australian Federal Police (ACT Policing), ACT Fire and Rescue (F&R), ACT Ambulance and the ACT State Emergency Service.

Gungahlin is a vibrant and rapidly growing area with several new suburbs and a population of almost 50,000 people. With a capacity of approximately 70 personnel with a broad range of firefighting backgrounds, the Brigade has responsibility for the north and north-eastern approaches to the ACT.

The Brigade actively engages in supporting the local community through education and public events. The Brigade trains each Wednesday night during the fire season and fortnightly during the off-season (winter months).

New Brigade members can expect a structured volunteer ‘career’ progression. In addition to vehicle mounted fire fighting operations, the Brigade has a Remote Area Fire-fighting Team (RAFT), giving additional depth of capability available to the RFS for a broad spectrum of rural fire fighting activities.

Address
Gungahlin Rural Fire Brigade
Gungahlin Joint Emergency Service Centre
Anthony Rolfe Avenue Gungahlin ACT 2912
PO Box 146 Gungahlin ACT 2912
Email – Peter.Warnerrfs@act.gov.au

Contacts
Duty Phone – 0428 104 432
Captains Phone – 0414 404 284
Facebook – Gungahlin RFS Brigade
Twitter - @ACTGUNRFS

Bank Account
Bendigo Bank – BSB 633-000
Account Name – Gungahlin Rural Fire Brigade
Account Number – 123040826

For a Contact List for the Gungahlin JESC, see Attachment A.
2.0  Glossary of Terms


Brigade Duty Officer – A member of the operational officers of the Brigade (Captain, Senior Deputy Captain or Deputy Captain) who coordinates Brigade deployment and activities. Usually, one of the operational officers acts in this role for a week on a rostered basis.

Comcen – Communication Centre – The ESA central communications centre for F&R, RFS, SES and ACT Ambulance

CMD – Command

ESA – Emergency Service Agency

FDI – Fire Danger Index – An index that combines air temperature, relative humidity, wind speed, and drought to indicate fire potential.

F&R – ACT Fire & Rescue

OIC – Officer in Charge – Person in charge of an incident, hazard reduction burn, community event or training exercise. During an incident, this person is called an Incident controller under the Australasian Incident Management System (AIIMS).

PPE – Personal Protective Equipment (fire jacket, fire pants, helmet, goggles, gloves, boots, etc)

RFS Duty Officer – A member of RFS staff who is on duty to coordinate RFS deployment and activities. Usually the RFS Duty Officer acts in this role for a week on a rostered basis.

JACS – Justice and Community Safety Directorate

JESC – Joint Emergency Services Centre

RAFT – Remote Area Fire fighting Team

RFS - Rural Fire Service


The Brigade - Gungahlin Rural Fire Brigade

The Code – Code of Conduct

3.0  History of Brigade

The Brigade was initially established as the Gungahlin Volunteer Bushfire and Emergency Services Brigade in March 1997. This Brigade was a combined Bushfire and Emergency Services Brigade that was joined with the Dickson Emergency Service Unit.

The bushfire component of the Brigade initially drew its membership from the Hall and Jerrabomberra Volunteer Bushfire and Emergency Service Brigades. The initial membership consisted of 15 members and the Brigade was resourced with:

- 1 Heavy Tanker (single cabin Isuzu)
- 1 Light Unit (Toyota Land Cruiser)
- 1 Command Vehicle (Toyota Hilux)
The Brigade was initially stationed at Mitchell (corner of Heffernan St and Winchcombe Ct). The Brigade was relocated to the Gungahlin JESC in 1998.

**Brigade Activity:** The Brigade was heavily involved in the 2001 Christmas fires and was the only bushfire units on scene for the first 1.5 hours at the Bruce Ridge fire as it spread from near the Canberra Institute of Technology and encircled the Lyneham Caravan Park. The Brigade’s busiest day for fire activity was Saturday 13th March 1999 which saw the Brigade respond to and contain 17 fires in the one day. This was also coupled with the busiest weekend for the Brigade that saw us attend over 30 fires over the three days of the Canberra Day Long weekend.

The Brigade was heavily involved in operations in the Tidbinbilla Nature Reserve and Tidbinbilla Valley on 17th January 2003 and in the Uriarra Settlement and Weston Creek area on 18th January 2003. The Brigade was able to provide crews for at least one shift for 17 days straight during this campaign event.

**Interstate Deployments:** The Brigade has been involved in many fire events in the ACT and surrounding area, including several interstate task forces to:

- Narrabri, Central NSW, November 2006
- Bright, Victoria, December 2006
- Tumut, NSW, January 2007
- Beechworth, Victoria, February 2009
- Daylesford, Victoria, Feb/March 2009
- Alexandra, Victoria, February 2009
- Blue Mountains, NSW, October 2013
- Murrumbucca (Cooma), NSW, January 2014
- Tumut, NSW, January 2014
- Lower Hotham, Western Australia, February 2015
- Tasmanian Fires January-February 2016
- Edgecliff, Sydney, NSW, April 1999 (Storm Damage)
- Moruya, South Coast NSW, December 2002
Remote Area Fire Team (RAFT): The Brigade was the first ACT volunteer Brigade to offer a purpose trained and dedicated Remote Area Fire Team. This team was first formed in 2002 and has been in place ever since. The Gungahlin RAFT has been involved in numerous interstate deployments in New South Wales and Victoria, generally as part of a RFS contingent.

Unit Citations: The Brigade has received several citations from the RFS for the following instances:

- Directors Unit Citations for Exemplary Service 2002 in recognition of an outstanding contribution by Gungahlin Brigade during Christmas Bushfire 2001;
- Chief Officer Unit Citations for Exemplary Service 2003 in recognition of an outstanding contribution during January Bushfires 2003;
- Chief Officer Unit Citations for Exemplary Service 2004 for Gungahlin Field Day Committee;
- Chief Officer Unit Citations for Exemplary Service 2008 for Gungahlin, Jerrabomberra and Parks Remote Area Fire fighting Teams for their hard work, commitment and support towards the remote area fire capacity of the ACT;
- Chief Officer Certificate of Appreciation to Gungahlin Brigade in appreciation of Brigade contribution to the 2009 Black Saturday Victorian Fire Deployment; and
- Chief Officer Unit Citations for Exemplary Service 2014 - Training Group – Peter Beutel, Simon Butt, Ian Harding, John Jenkins, Nicola Lewis, Paul Murphy.

Gender Equity: This year, without active positive discrimination, the Brigade has achieved the welcome outcome of 25% of the brigade made up of female members.

Field Days: The Brigade has been involved in numerous field days in the ACT and has won several individual events.

State Championships: The Brigade has represented the ACT at two NSW State Championships, in Queanbeyan in 2004 and in Tweed Heads in 2008.

International Deployments: The Brigade has had members deployed internationally to wildfire campaigns, Scott Cashmere in USA 2006; Simon Butt in Canada 2009; John Jenkins and Simon Butt in USA in August/September 2015.

For further Brigade accomplishments, see the following:

- Attachment F - Honour Role Recipients – Brigade Awards
- Attachment G - Honour Role Recipients – Chief Officer’s Diligent Service Award
- Attachment H - Honour Role Recipients – National Medal
• Attachment I - Honour Role Recipients – Long Service Medal
• Attachment J – Honour Role Recipient – National Emergency Medal

4.0 Code of Conduct

4.1 Operating Procedures
The Code of Conduct (the Code) establishes standards of behaviour expected of all members of the RFS. The Code is not intended to be read as a set of rules where each word is scrutinised for its legal meaning. Rather, it is intended to convey, in plain words, the standards expected of members of the Service. The Code does not replace, nor is it a substitute for, the general law. All members of the Service must comply with all relevant Territory and Federal laws in common with other members of the community. Members of the Brigade who are employed by the RFS must also comply with the Code of Conduct adopted by the RFS.

All members of the Service must follow the Code when:

• Acting in the capacity of a member of the RFS;
• Participating in any RFS activity;
• On RFS premises or in a RFS vehicle; or
• Wearing any item of clothing identifiable to the RFS or Emergency Service Agency (ESA).

The provisions of the Code are not intended to be exhaustive or exclusive. The overriding principle or priority guiding the conduct of members of the RFS is the safety of its members and the public. If a member of the RFS is unsure about what is appropriate conduct or behaviour in a particular situation, the member should seek guidance and clarification from a more senior member of the RFS.

4.2 Reputation of the RFS and the Brigade
A member must conduct themselves in a manner which maintains and promotes the reputation of, and enhances public confidence in the RFS. A member must not behave in a manner that could bring the RFS or Brigade into disrepute.

4.3 Personal and Professional Conduct
A member must act appropriately and professionally when representing or acting on behalf of the RFS. A member must perform the duties associated with their position diligently, impartially, efficiently and conscientiously. A member must provide necessary and appropriate assistance to members of the public and the RFS in line with the core values of the RFS. A member must not misuse information gained in the course of their involvement with the RFS. A member must not disclose information gained in the course of their involvement with the RFS except as required to properly perform their duties.
4.4 Honesty and Integrity

A member must act honestly and with integrity at all times. A member must act fairly and equitably when dealing with the public and other members of the RFS. A member must not accept a gift or benefit if it could be seen by a reasonable member of the public as intended or likely to cause the member to do their job in a particular way or to deviate from their proper course of duty.

A member must not engage in any other conduct that may result in their position being compromised or appearing to be compromised.

Token gifts or benefits may be accepted where refusal to accept may offend, provided there is no possibility the member might be, or might appear to be, compromised in the process. If in doubt, the member should seek advice from their Captain, Manager of RFS Membership or other senior officers. A member must disclose the receipt of any gift or benefit to a senior officer.

A member must ensure RFS facilities, equipment and vehicles are used efficiently and economically in the course of performing their duties. Unless authorised, a member must not use RFS facilities, equipment or vehicles for private purposes except where such use is authorised by the Chief Officer.

4.5 Respect for Others

A member must acknowledge and respect the rights of other members of the RFS and the public. A member must treat other members of the RFS and the public with courtesy and respect. A member must not discriminate against or harass any other member of the RFS or the public on the ground of sex, race, religion, age, disability, marital status, sexual preference or political opinion. A member must not behave in a manner likely to cause other members of the RFS or the public offence or embarrassment.

4.6 Public Comment

All members of the RFS have the right to make public comment and to enter into public debate on social and political issues provided it is clear such views do not seek to represent the RFS. Public comment includes making oral and written statements in the media as well as in other public forums such as books and journals.

A member must not make an official comment on matters relating to the RFS unless that member is authorised to do so by the Chief Officer. There are some circumstances in which public comment may be inappropriate. These include where it appears (either expressly or by implication) the public comment, although made in a private capacity, is an official comment of the RFS or represents the views of the RFS.
4.7 Conflict of Interest
The term ‘conflict of interest’ refers to situations where a conflict arises between public duty and private interest, which could influence the performance of official duties and responsibilities. Such conflict generally involves opposing principles or incompatible wishes or needs.

Conflict of interest can involve pecuniary interests (i.e., financial interests or other material benefits or costs) or non-pecuniary interests. Members must avoid any financial or other personal interest or undertaking which could directly or indirectly compromise the performance of their duties.

A member who has an actual, possible or potential conflict of interest should promptly, fully and appropriately disclose the conflict with their Captain, Manager of RFS Membership or other senior officers.

A conflict of interest will be assessed in terms of the likelihood of the member possessing the particular interest being influenced, or might appear to be influenced, in the performance of their duties. Any such conflict of interest must be resolved in favour of the public interest. Any non-disclosure for conflict of interest will be treated as a breach of the Code.

4.8 Breach of the Code
A complaint in relation to a breach of the Code should be referred in the first instance to a more senior officer. In the case of Brigade members, this will be the Brigade Captain or Manager of RFS Membership.

If the complaint concerns the senior officer in question, or if the complainant is uncomfortable reporting the matter to the senior officer, the complaint should be referred, in the case of Brigade members, to the Manager of RFS Membership.

Action will be taken, and sanctions may be applied, if a breach of the Code occurs. These may include counselling, reprimanding and/or training to improve the effects of the breach and to discourage further breaches.

Where an alleged breach of the Code constitutes a breach of discipline, it should be dealt through Brigade management.

Where an alleged breach of the Code constitutes a grievance (i.e., in relation to discrimination or harassment), it should be dealt with in accordance with RFS Standard Operating Procedure (SOP) 1.11 Dispute Resolution. Alleged breaches of the Code must be dealt with promptly, consistently and fairly.
Decisions involving alleged breaches of the Code must be properly documented and be supported by written reasons. If a suspected breach of the Code also constitutes a breach of law, action may be taken under the Code in addition to any legal proceedings.

4.9 Interpretation of the Code
Questions regarding interpretation of the Code should be referred to our Brigade Captain, Manager of RFS Membership or other senior officers.

5.0 Brigade Officer Roles and Responsibilities

5.1 Selection
Brigade officers are elected at the Annual General Meeting (AGM) usually held in the months of April or May each year, in the JESC conference room. Operational officers are elected for two years and non-operational officers every year. Only financial members of the Brigade can nominate to be a Brigade officer and to have the right to elect office holders.

For more details on the Selection Process, see Attachment B Brigade Constitution.
5.2 **Honorary President**

The Honorary President role is a non-operational position. No formal qualification is required to hold this position. The Honorary President shall:

- Preside at and chair all meetings; and
- Perform all acts and duties usually required of an Executive and Presiding Officer.

The President shall assume full responsibility for the guidelines and rules and day-to-day administrative management of the Brigade, including (but not limited to):

- Responsible spending and accountability of Brigade monies;
- Member safety and welfare;
- Member recruitment and register of records;
- Brigade social events;
- Community and Government relations;
- Brigade buildings and facilities; and
- Determine and delegate responsibilities and duties to the administrative positions in support of the above responsibilities.

In the absence of the Honorary President or the appointed delegate, the Committee shall appoint a chair who shall preside and perform the duties of the Honorary President.

5.3 **Honorary Secretary**

The Honorary Secretary role is a non-operational position. No formal qualification is required to hold this position. The Honorary Secretary shall:

- Attend all meetings and keep a correct account of the proceedings of the Brigade
  - In hard copy; and/or
  - In an appropriate electronic format
- Make records available for inspection by members or circulated to members at any reasonable time;
- Answer all formal correspondence and keep a record of same;
- Send out all necessary notices of meetings;
- Maintain a register of attendance by members at official Brigade activities (including training, stand-up, community events);
- Receive membership fees, donations and other monies on behalf of the Brigade in the Treasurer’s absence; and
- Deposit all monies to the credit of the Brigade’s account in a timely manner in the Treasurer’s absence.

The Honorary Secretary will keep a Register of Members with the following details:

- Name
- RFS ID Number
- Residential and Postal Addresses
- Email Address
• Contact Telephone Number/s
• Date of Birth
• Next of Kin Details
• Date of Commencement of Membership
• Date of Cancellation of Membership
• Category of Membership.

5.4 **Honorary Treasurer**
The Honorary Treasurer role is a non-operational position. No formal qualification is required to hold this position. The Honorary Treasurer shall:

- Receive membership fees, donations and other monies on behalf of the Brigade;
- Deposit all monies to the credit of the Brigade’s account in a timely manner;
- Pay accounts when authorised by the Executive Committee of the Brigade;
- Keep a correct record of all monies received and payments made;
- Prepare an Annual Balance Sheet; and
- Keep a record and supply the Secretary with the names of those members who have paid their membership fee.

5.5 **Brigade Captain**
The Captain role is an operational position. Issuing of this rank requires the approval of the Chief Officer as the rank is designated to the position, based on the position’s responsibilities and Service structure. The occupant of this position must hold or be working towards, the formal nationally recognised competencies/qualifications of:

- Crew Leader
  - Suppress Wildfire
  - Control a Level 1 Incident
  - Conduct Briefings and Debriefings
  - Lead a Crew
  - Take Local weather Observations

The Captain shall assume full responsibility for the operational policies, procedures and overall operational command and coordination of the allocated resources, equipment and people of the Brigade – both in the field and in support of general Brigade activities. He or she shall:

- Provide for the security, serviceability and correct use of stores, equipment and vehicles allocated to the Brigade;
- Provide and maintain arrangements supporting a quick operational response;
- Provide for the operational safety and welfare of all Brigade members;
- Provide for the induction and training of Brigade members;
- Maintain the appropriate level of preparedness to meet the allocated operational requirement of the Brigade;
- Determine and delegate responsibilities and duties to the operational positions in support of the above responsibilities; and
- Maintain a register of responses to fires and/or other incidents.
In the absence of the Captain, the Captain may appoint the Senior Deputy Captain or a Deputy Captain to fulfil the role of Captain for a specified period of time.

If, for some reason, the Captain is unable to continue in the role or to make that appointment, a Captain will be nominated from amongst the Deputy Captains and confirmed by the Brigade Executive for ACT RFS ratification.

5.6 Senior Deputy and Deputy Captain/s

The Senior Deputy Captain and Deputy Captain roles are operational positions. Issuing of this rank requires the approval of the Chief Officer as the rank is designated to the position, based on the position’s responsibilities and Service structure.

The occupant of the Deputy Captain position/s must hold or be working towards, the formal nationally recognised competencies/qualifications of Crew Leader.

The Senior Deputy Captain and Deputy Captains are the specific functional commanders for the Brigade and will liaise with the Captain and RFS. The Senior Deputy Captain shall:

- In the absence of the Captain, perform the duties and exercise the powers of the Captain and may where required delegate responsibility to another appropriate member of the Brigade.

The Deputy Captain/s shall:

- Have control over the members whilst at the Brigade shed and/or when operational, and shall issue instructions and directions both for the Brigade and/or as directed by ACT RFS staff;
- Undertake responsibilities and duties as determined and directed by the Captain; and
- Provide the Secretary with relevant information about any operations the Brigade attends, so accurate records can be kept.

5.7 Equipment Officer

The Equipment Officer role is an operational position. No formal qualification is required to hold this position. The Equipment Officer shall be responsible for:

- Controlling the storage, issue and return of all Brigade equipment;
- Overseeing the state and serviceability of all Brigade facilities;
- Maintaining and any necessary repair, but not liable for any loss or damage to Brigade equipment or facilities;
- Organising the prompt servicing of all Brigade vehicles and equipment to ensure operational readiness is maintained; and
- Prior to submitting any requests for equipment, vehicles, buildings or facilities seeking the endorsement of the Captain (equipment and vehicles) or President (buildings and facilities).

5.8 Assistant Equipment Officer/s

The Assistant Equipment Officer role is a non-operational position. No formal qualification is required to hold this position. The Assistant Equipment Officer shall be responsible for:

- Undertake equipment management tasks as directed; and
- Understudy the Equipment Officer
5.9 Training Officer
The Training Officer role is a non-operational position. No formal qualification is required to hold this position, although trainer/assessor qualifications would be an advantage. The Training Officer, assisted as necessary by one or more Training Coordinators, will directly liaise with the ACT RFS on all matters relating to Brigade training. The Training Officer shall be responsible for:

- The induction and training of all Brigade members;
- Maintaining of Brigade level training records;
- Development of the Brigade’s training resources, instructors/trainers and assessors;
- Liaising with ACT RFS and other Brigade training officers and instructors/trainers including attending ACT RFS training meetings and workshops as required;
- Providing advice to Brigade members on development opportunities within the ACT Rural Fire Service;
- Maintaining on behalf of the Brigade, up to date information regarding competency based training and assessment; and
- Prior to submitting a member’s name for ACT RFS training courses, seeking the endorsement of the Captain.

5.10 Training Coordinator
The Training Coordinator role is a non-operational position. No formal qualification is required to hold this position. The Training Coordinator will liaise directly with ACT RFS Training Coordinator on all matters relating to Brigade training. The Training Coordinator shall be responsible for:

- The induction and training of all members;
- Maintaining of Brigade level training records;
- Developing of the Brigade’s training resources, instructors/trainers and assessors;
- Liaising with ACT RFS HQ and other ACT ESA Brigade training officers and instructors/trainers including ESA and ACT RFS training meetings and workshops as required;
- Providing advice to Brigade members on development opportunities within the ACT RFS;
- Maintaining, on behalf of the Brigade, up to date information regarding competency based training and assessment; and
- Prior to submitting a member’s name for RFS training courses, seeking the endorsement of the Captain (Operational) or President (Administrative).

5.11 Public Relations (Community Engagement) Officer
The Public Relations (Community Awareness) Officer role is a non-operational position. No formal qualification is required to hold this position. The Public Relations (Community Awareness) Officer, assisted as necessary by one or more Public Relations (Community Awareness) Coordinators, will directly liaise with the ACT RFS on all matters relating to Public Relations (Community Awareness). The Public Relations (Community Awareness) Officer shall be responsible for:

- In consultation with the Executive, the compilation and coordination of community engagement activities in incorporating RFS driven activities and public events within the Brigade area of responsibility in order to promote the Brigade and enhance public safety through community awareness;
- Attending HQRFS Public Relations Committee meetings;
- Conducting engagement with groups and institutions as required for the execution of public relations activities; and
- Promoting participation in activities with the Brigade membership.
5.12 **Workplace Health and Safety Officer**

The Workplace (Occupational) Health and Safety Officer role is a non-operational position. Formal qualifications, and/or experience, in WHS are highly desirable to hold this position. The Workplace (Occupational) Health and Safety Officer, assisted as necessary by one or more assistants, will directly liaise with the ACT RFS on all matters relating to Brigade training. The Workplace (Occupational) Health and Safety Officer shall be responsible for:

- Providing WHS policy advice to the Captain and Brigade membership;
- Providing advice on WHS management advice (policies, practices and procedures);
- Interpreting legislation in respect to Brigade activities;
- Interpreting ESA and RFS safety management policies;
- Coordinating the development and implementation of Brigade safety management policy and procedure to ensure compliance with RFS safety management policy and achievement of policy objectives;
- Managing and monitoring the Safety Management System on behalf of the Captain;
- Facilitating an audit program within the Brigade, ensuring reports and endorsed audit remediation plans are provided to the executive;
- Collating and analysing data (safety management objectives, accident and injury report data) and developing strategies and initiatives that will contribute to mitigation against accidents and injuries;
- Ensuring that all appointment safety officers are adequately briefed and equipped to undertake their safety roles; and
- Coordinating assistant WHS officers to achieve the above.

5.13 **RAFT Coordinator**

This position is not elected at the AGM and has in the past been selected from senior members of the Gungahlin RAFT team. This position manages RAFT operations in the Brigade and shall be responsible for:

- RAFT deployment in the Brigade;
- RAFT member training; and
- Gungahlin RAFT trailer and provisions.

6.0 **Brigade Operations**

6.1 **Callout Procedure**

6.1.1 **Fire Call Notifications**

These will normally be instigated by pager. *Not all members will be issued with a pager (see Section 6.2 for further details).*

Pager holders must send an SMS to the Brigade duty phone confirming availability and estimated time of arrival at JESC.
You may also receive an SMS with the words “Fire Call”. If available, you must send an SMS to the Brigade Duty phone (or nominated contact if included in SMS) stating estimated time of arrival at JESC. You must then immediately make your way to the JESC.

A separate message will be sent when further Brigade resources are no longer required.

6.1.2 Interstate Deployments

When the RFS request crews for interstate deployments, members will receive a request via SMS, email or phone call.

Interstate deployments normally have specific requests for types of vehicles and crew skills. The requesting agency’s requirements must be the priority.

When interstate agencies request assistance, it is because their resources have been depleted. We must ensure we do not add any load to this situation. Interstate deployments are valuable for gaining experience but they should not be considered training opportunities. For this reason, interstate deployments are crewed giving consideration to the following requirements:

- Requesting agency requirements;
- Ensuring the Brigade can still operate;
- A mix of qualifications;
- A mix of experience levels (Advanced Fire-fighter (AF) and above will receive preference);
- Fitness levels (Arduous and above will receive preference); and
- Brigade participation levels (Active members will receive preference).

6.1.3 RAFT Callouts

Callouts for RAFT will be managed by the RAFT Coordinator. RAFT members will receive an SMS, email or phone call. Replies should be sent to the requesting officer. RAFT membership is restricted across the RFS due to the nature of the work and the expense involved in training and maintaining skills and qualifications. Members interested in joining RAFT should contact the RAFT Coordinator to discuss.

6.2 Brigade Pagers

Brigade pagers are issued by the Brigade Captain. They are issued using the following method.

Officers – All
Crew Leaders – All
Members - Giving consideration to timing and proximity to the JESC, members who live closer to the JESC will be given preference to ensure quick response times.

Crew requirements – A mix of Basic Fire-fighter (BF), Advanced Fire-fighter (AF), First Aid, RAFT, tanker drivers and chainsaw operators will be needed to ensure appropriate crewing of vehicles when they go out for operational duties.

Members who have pagers are required to do the following:

- Be reasonably available after hours (17:00 – 07:00) weekdays and most weekends.
- When a fire call comes via the pager, if available, you must send an SMS to the Brigade duty phone stating availability and estimated time of arrival at JESC. You must then immediately make your way to the JESC. This allows the Officer holding the duty phone to confirm a crew with the RFS Duty Officer and COMCEN of the Brigade’s response time.
- During work hours, the same requirements exist, with an understanding that response numbers will be reduced and the time taken to get to the JESC will increase.

6.3 Stand-up Arrangements

General Stand-up will be arranged by the officers of the Brigade. Stand-up is when the Brigade will crew vehicles, ready for immediate use and be available by radio for response. Stand-up is entirely weather and RFS dependant. Normally the Brigade would only do stand-up when the Fire Danger Index (FDI’s) is predicted to be >30. Issues such as recent rain, grass curing, interstate deployments and fire activity can all have an impact on stand-up arrangements.

An SMS and an email will be sent out asking members for their availability. The officers will then determine crews and confirm crews and times.

6.3.1 Close Call Stand-up Arrangement

As the fire risk increases, the Brigade will implement close call arrangements.

All Brigade members will be provided the opportunity to participate in the program. Participation is voluntary.

6.3.1.1 Overview

The close call vehicle crew will consist of two (2) Brigade members, one of whom will be a senior member and who has been endorsed by the Captain.
The crew will live within close vicinity of each other, ideally within a maximum of two or three minutes travelling time.

The vehicle will be home garaged at the senior members property between the agreed stand-up times with the Brigade Duty Officer. The vehicle should be returned to the JESC after stand-up unless other arrangements have been made with the Captain. The vehicle will be allocated a pager which will be carried by the senior member. Should the vehicle be called upon by COMCEN, the crew will be notified by the pager. They will then acknowledge the job to COMCEN by radio.

Once the vehicle has been called, the two members must meet at the designated location. It is proposed that the two members will communicate primarily using the GUN RFS channel with backup communication being mobile phone.

### 6.3.1.2 Allocation of Crews

Not all members live within the vicinity of others and therefore may be unable to meet the response requirements. However, for those members who wish to participate in the program, they may do so by standing up at the JESC.

### 6.3.1.3 Roster and Availability

Both crew members will be expected to maintain a maximum response time of five (5) minutes. This means that the vehicle is expected to be responding to the incident within five minutes. Crew members must therefore commit to remaining within close vicinity of their home and the vehicle.

Brigade members will be asked to advise their availability by responding to a weekly SMS. At this time Brigade members will be asked to advise if they are available for close call stand-up for the coming weekend.

Whilst Brigade members are encouraged to stand-up when available, the decision to arrange a close call crew will be made each week by the Captain in consultation with Brigade Duty Officer.

The close call arrangement will not replace the standard Brigade stand-up during summer. Brigade stand-up will continue as and when the weather requires.
7.0 Brigade Vehicles

7.1 Current Fleet

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Type</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gun 10</td>
<td>Hino Heavy Tanker</td>
<td>3600 litres</td>
</tr>
<tr>
<td>Gun 11C</td>
<td>Isuzu Heavy CAFS Tanker</td>
<td>3300 litres</td>
</tr>
<tr>
<td>Gun 30</td>
<td>Isuzu Medium</td>
<td>1500 litres</td>
</tr>
<tr>
<td>Gun 31</td>
<td>Isuzu Medium</td>
<td>1500 litres</td>
</tr>
<tr>
<td>Gun Command</td>
<td>Ford Ranger</td>
<td>N/A</td>
</tr>
<tr>
<td>GUN 40</td>
<td>Quick fill Trailer</td>
<td>N/A</td>
</tr>
<tr>
<td>RAFT 41</td>
<td>Heavy Duty Trailer</td>
<td>N/A</td>
</tr>
</tbody>
</table>

7.2 Expectations on Drivers

The *Passenger Guidelines 2010* Section 5.1 Vehicle Operations – Approval to use vehicles states:

*All use of ACT Public Service (ACTPS) vehicles must be approved by the Chief Executive. This includes authority to drive, and to carry passengers in the ACTPS vehicles.*

The *Passenger Guidelines 2010* Section 5.1 Vehicle Operations – Approval to carry non-ACTPS passengers’ states:

*Approval to carry persons other than ACTPS employees (including volunteers) may ONLY be given where this is related to the business operations of the agency, or as a result of an emergency or special circumstance.*

*Passenger Guidelines 2010* Section 5.1 Vehicle Operations – Appropriate behaviour states:

*Drivers and passengers of ACTPS vehicles should behave at all times with courtesy towards members of the public, and in accordance with the general obligations of public employees, or “Code of Ethics”, as set out in Section 9 of the Public Sector Management Act 1994.*

*Passenger Guidelines 2010* Section 5.1 Vehicle Operations – Disciplinary provisions states:

*The unauthorised or inappropriate use of ACTPS vehicles may be subject to disciplinary action.*

See also SOP 1.14 Command Vehicle Use and SOP 3.2 Urgent Duty Driving and ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Guidelines (May 2010).
7.3 Vehicle Preparedness
A checklist of equipment is provided in each truck and it is the crew’s responsibility to check they have all required materials before use. It is the crew’s responsibility to ensure the following before use:

- all the operating and emergency lights are working;
- pumps are operating normally;
- fuels and oils have been replenished;
- the water tank is full;
- equipment lockers are closed and fastened;
- live reels are locked and the branches are in their recesses;
- personal gear is stowed correctly; and
- each crew member knows where all equipment is stored and how they work.

If one of these requirements is missing, then the vehicle may be deemed non-operational. Before standing vehicles down at the end of use, please ensure the following is completed by the crew:

- The vehicle is ready for use again immediately;
- The truck has greater than three quarters of a tank of fuel;
- The water tank is full of water;
- All consumables are restocked; and
- All missing or faulty equipment is replaced and the truck is fully operational.

If faults cannot be repaired immediately and workshops are required to repair the unit, the Crew Leader must ensure the Brigade Captain and Equipment Officer is immediately made aware of the problem to arrange repair.

A note should be left on the driver’s seat explaining the fault, listing what actions have been taken and whether the unit is in a condition to be used. Additionally, a short note should be left on the deployment board on the internal window to the office.

The member identifying the fault/s must send an email to the Equipment Officer (See Attachment A) and the Captain as this is used by the RFS Duty Officer to ensure the repairs are completed.

When standing a vehicle down, the crew leader should ensure:

- The truck is clean and reflects a professional standard to the community.
  All rubbish must be removed from the cabin and canon bay. If required, the exterior of the truck is to be washed and the inside of the cab cleaned of dirt and ash.
- The vehicle keys are removed from the ignition and placed on the driver’s seat. The electrical enabler should be engaged and where relevant, mains power connected to the vehicle.
- The log book completed to indicate who drove the vehicle, distance and for what purpose.
See also SOP 1.4 PPE and Equipment Issue and the ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Guidelines (May 2010).

7.4 Vehicle Hygiene and Condition

Many of the rural and urban areas we undertake operations contain weed seeds and the trucks and command vehicles that are driven off-road through weed infestations may contain weed seed caught in the radiator, mud guards, tyres and under body. Where instructed to do so, crews must wash vehicles thoroughly using fire hoses at designated sites adjacent to the fire area. If not specified, crews should assume weeds seeds have been picked up and must be washed down in the wash bay upon return to the JESC. This is more than just maintaining a presentable outward appearance of the vehicle as all under-carriage areas must be thoroughly washed down and organic material removed from the vehicle. The radiator core must be flushed from the outside, taking care to not damage the fine elements of the radiator. The floors of the cab must be wiped down during the same process.

Some properties have animal pathogens that must not be transferred off that property, or in some cases, out of a particular paddock. Crews must follow instructions and thoroughly clean all recesses under the truck and in wheel bays.

7.5 Fuel card use

A Caltex fuel card has been issued to each vehicle and it can be used to purchase fuel for the truck and fuel containers (drip torch and chainsaw fuel). The odometer of the vehicle needs to be provided at each transaction. Chainsaw oil can be purchased with these cards in an emergency, but the Equipment Officer usually ensures a store of oils is kept in the fuel store.

7.6 Fault Rectification Process

It is critical that faults with the vehicles are identified and reported. The crew leader must be made aware of any faults with the vehicle and equipment on the vehicle. He/she will make a decision on the criticality of this fault and will decide whether the vehicle can remain operational or whether workshop assistance is required.

If immediate assistance is required, the crew leader should request workshop assistance through Comcen. Ensure a clear and repeatable description is provided to Comcen, with clear directions to where the vehicle is located.

If the fault is not critical, the crew leader must contact the Duty Brigade Officer to determine the best course of action. The Equipment Officer should be contacted to arrange repairs or restocking as soon as possible.
7.7 **Equipment Checklists**

Gun11C, Gun30 and Gun31 have all got specific equipment lists in a folder of the cab of the vehicle. This checklist should be used to ensure all equipment and consumables are present before use. An Equipment List for Gun10 and Gun CMD are currently being developed.

7.8 **Use of Brigade Vehicles for Private Usage**

Non-official use may be approved by the Chief Officer where it is considered to be in the interests of the service as a whole or is in the wider public interest. Please see the Brigade Captain about requesting private use of Brigade vehicles or resources.

See also SOP 1.5 Proper Use of RFS Property and Resources and the ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Guidelines (May 2010).

7.9 **Parking Arrangements – RFS and Personal Vehicles**

As the JESC is shared by multiple Emergency Services, care must be taken to not restrict access to any area of the compound to other users. When parking RFS vehicles inside the building, park them in their designated area. If temporary parking arrangements are required in the other agency areas, permission must be received by the respective agency first. Contact details for the other JESC groups are found in Attachment A.

Members are able to park their personal vehicles inside the compound. After completing the Basic Fire-fighter course, you will be issued with an ID card. This card is to be used by the member only to gain entry to the compound and the building. The undercover area closest to entry gate is reserved for ACT Policing vehicles.
Please do not park in areas that are not marked for parking unless no other private parking areas are available. If this is required, ensure your vehicle does not block truck access into the JESC building at any time. Members should not use the car park for personal purposes outside of Brigade activities.

8.0 Community Engagement

8.1 Community Engagement tasks
Community engagement is one of the important non-operational functions of the Brigade. It forms a vital component of the Brigade’s overall presence and visibility within the community it is dedicated to protect. There are a range of tasks that fall under the banner of Community Engagement. One of the most important tasks is providing information to the community about bush fire preparedness.

The Brigade is often requested to attend school fetes, open days and other community events which involves attending with units, information and the ‘flame game’ for kids to pretend to be fire-fighters. From time to time, the Brigade will also host visits to the shed by school groups, cub and scout groups. Generally the Brigade will make itself available for these kinds of events unless operational requirements dictate otherwise.

8.2 Individual participation
Participation by Brigade members, particularly newer members, in community engagement activities is encouraged. It is a very good way to get to know other Brigade members and is also an excellent way of keeping involved in the quieter, non-season months. The Brigade has a Community Engagement Officer (See Attachment A for contact details) and they coordinate requests from the community and the Brigade’s response. Members will be contacted by email to ask for volunteers to attend events.
The events are always fun and enjoyable and participation in this important aspect of the Brigade is part of being a member of the Brigade.

8.3 Fund Raising

While the ACT Government provides the Brigade with essential items, most Brigades here and across the country conduct fund raising to buy items which the Brigade would use. In the past, Gungahlin Brigade has fund raised to purchase laptops, TVs and a tent for community events. Fundraising usually involves Brigade members ‘rattling the can’ at shopping centres and other public areas. We can also run sausage sizzles or have a donation bucket with us at community events we attend. When attending these events, members are not to in any way force or unduly encourage members of the public to donate. Members are simply to stand in an area and allow people to approach and donate money. Members are encouraged to participate in fundraising activities.

9.0 Equipment and Personal Protective Equipment (PPE)

9.1 Process for ordering PPE

Members are required to submit an email request for PPE to the Brigade Equipment Officer (Gungahlin.equipment@gmail.com), including your Bushfire Number and the item required and size. You should also identify whether the item is a replacement or new order. The Equipment Officer will seek endorsement from the Brigade Captain and RFS staff and an order will be placed with ESA Resource Centre (Stores; ph 62078690). In most instances, the order will be processed and if you tick the box for the goods to be delivered to the JESC, the goods will arrive next to the Cage (See Section 9.5 Storage Cage and User Guidelines) entrance within 2-3 weeks.

If you require sizing of PPE items, you will need to make an appointment with the Resource Centre during business hours (8:30am-4:30pm). Women’s sizes are available in most PPE items.

If the PPE order is for replacements, increasingly RFS are requesting old PPE to be sent to Stores before replacements are provided. This will be on a case by case basis and is designed to ensure members aren’t wastefully over ordering PPE. Members are entitled to one full set of PPE and replacements are to be ordered when they are past their useable condition.

See also SOP 1.7 Personal Protective Equipment.
9.2 **Process for ordering Uniform**

An RFS Tee shirt, cap, beanie and jumper will be provided to new members. In most instances, this is the unofficial uniform for volunteer members. Email requests for an official RFS uniform (White or Blue cotton shirts, blue drill pants and woollen jumper) can be made to the Equipment Officer (gungahlin.equipment@gmail.com). There is currently no form for Uniform orders and no approved policy on official uniform issue to volunteer members. Requests will be based on a case by case basis. A very clear need will need to be demonstrated for an official uniform to be issued to anyone other than Group Officers and Captains.

The Brigade has previously purchased specific Brigade uniform items (Polo shirts, Tee shirts, Caps and Name Tags). To purchase these items from the existing stocks, please contact John Jenkins (See Attachment A for Contact Details). When it has been identified that further stock for Brigade uniform items is required, a new order will be placed.

9.3 **Process for requesting general stores**

If members notice a shortage of consumables on the units and in the Cage, they should raise this with the Equipment Officer (gungahlin.equipment@gmail.com) for re-order before stocks are completely used. In particular, cage stocks of bottled water, matches, batteries, gloves, P2 face masks can be used quite quickly during a busy season. There is no form for consumable orders, so email the Equipment Officer with request and current stocks.

9.4 **PPE washing facility rules**

During fire fighting operations, members can come in contact with a range of substances and materials which would be best to keep away from the home. Even when such substances are not involved, PPE can get extremely dirty, smelly, muddy and wet. The Brigade has a washing machine located in the wash bay of the JESC which is for the use of Brigade members to wash PPE.

There are guidelines/instructions for the use of the machine located in a plastic sleeve hanging above the machine. The machine is for washing PPE (pants, jackets, shirts, socks etc) only. Drying of wet PPE should be done at home (PPE should not be put in dryers).

9.5 **Storage Cage Access and Usage Guidelines**

The storage cage is used for storing consumables and general items used by the Brigade. The cage should not be used for storage of fuels and oils. These are to be stored in the Fuel Store at the rear of the JESC.

The cage is locked with a tumbler lock at the front entrance and a keyed lock at the rear. All Crew Leaders, Officers, Brigade Executive and the Equipment Officer have the pass code for the tumbler lock. Unfortunately, as the Brigade has previously had some items go missing, a general restriction of access is being implemented. The key for the rear door lock is in the key cabinet outside the office. All officers have access to the key cabinet.

For a list of members with Brigade keys, see Attachment C – Key Register.
9.6 Radio Storage and Usage

Brigade portable radios should be stored in the locked cage, apart from the minimum number stored in the in-vehicle chargers. No member is to take a portable radio home for private use. When the vehicles are operational, all radios assigned to that vehicle should be with it, along with spare batteries. Upon the vehicle returning to the JESC, radios and spare batteries should be returned to the locked cage. If the vehicle is used for a community event (and not standing the vehicle up) or driver training, only the radios inside the vehicles would be required.

Each vehicle is allocated the following radios:

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Radios</th>
<th>Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUN 10</td>
<td>5</td>
<td>3 in storage and 2 inside the vehicle on the chargers</td>
</tr>
<tr>
<td>GUN 11C</td>
<td>5</td>
<td>3 in storage and 2 inside the vehicle on the chargers</td>
</tr>
<tr>
<td>GUN 30</td>
<td>3</td>
<td>2 in storage and 1 inside the vehicle on the charger</td>
</tr>
<tr>
<td>GUN 31</td>
<td>3</td>
<td>2 in storage and 1 inside the vehicle on the charger</td>
</tr>
<tr>
<td>GUN RAFT</td>
<td>5</td>
<td>All radios in storage</td>
</tr>
<tr>
<td>GUN CMD</td>
<td>4</td>
<td>2 in storage and 2 inside the vehicle on the chargers</td>
</tr>
</tbody>
</table>

9.7 Fuel Store

The fuel store is adequate for storage of minor amounts of fuel and oil. Wherever possible, fuel should be bought and mixed at the service station and dispensed directly into the truck containers. The store has several fuel containers for purchasing fuel. Bulk fuel should not be stored in the fuel store.

Fuel older than one season should be replaced on vehicles and placed in spare fuel containers labelled appropriately and used or destroyed as quickly as possible. Chainsaw oils should be stored in the fuel store or on the Brigade vehicles, not in the locked cage.

9.8 JESC Security

As the JESC has various groups including operational sections of ACT Policing, security is tighter than other Brigade sheds. There have been isolated instances of non-emergency personnel accessing the JESC without authorisation. The following is a joint request from the Services on security of the JESC:

“All staff/volunteer members onsite at Gungahlin should carry their ID cards at all times. When not carrying ID cards, it is expected the ID card is close by if requested or there are other ID card carrying members with them to verify their being onsite.

Where practical, each staff/volunteer member should swipe into the gate every time they enter the JESC. When this is not practical (more than two members waiting to enter) the members need to be alert of the vehicles entering with them and if suspicious of a vehicle or unknown person in the complex, contact Police front counter, in person or by calling 6123 4301.

All members leaving the JESC are to wait until the gate closes behind them before driving off. Where multiple people are leaving at the same time, the last car must wait. This protocol does not apply when responding to an emergency incident.
Visitors invited by ESA members (community groups, family, potential members) are to be collected from the Police front entry and signed in at the visitor sticker book (located in the office). These stickers are then an identifying marker for ACT policing if visitors are found alone. These visitors will not be signed in at the Police front counter.

Contractors are to sign in at the Police front counter; this is a politeness which ensures Police are aware they are on-site. For now, they will still be issued access cards through JACs and won’t be escorted.

If you notice suspicious behaviour or someone who doesn’t look like they should be in the JESC compound, please contact the local Police (See Attachment A – Gungahlin Contact List). Do not confront anyone who is suspicious and maintain a distant surveillance until Police attend. In this instance, we would prefer you wrongly report illegal access, rather than not report this behaviour.

After completing the Basic Fire-fighter course, you will be issued with an ID card. This card is to be used, by the member only, to gain entry to the compound via the gate, rear truck door and person access doors to the building.

A separate key system is used for restricted areas. If you have not been issued an access pass or your pass ceases to work, please contact the Secretary of the Brigade (See Attachment A).

The joint RFS/SES office, Cage (rear door only), fuel store and general exterior store (just to the left of the rear truck door) and the recreation room use keys that are issued to Brigade Officers (See a full list of key holders in Attachment C – Key Register).

### 10.0 Social Club

#### 10.1 Christmas Party
The Brigade Christmas Party is usually held in mid to late November. All members, partners and children are invited to attend. Depending on the extravagance of the event, costs are normally fully covered by Brigade funds.

#### 10.2 JESC rules/alcohol consumption
The volunteers (SES & RFS) have a recreation room located adjacent to the vehicle bay. In the room there is a drinks fridge for use by members only after training or operational activities have ceased. The senior member on site will advise when the fridge is open for use. No alcohol must be taken out side of the recreation room and all doors must be closed while anyone is having a drink. Members are not to be intoxicated while at the JESC. Moderation is the key. Also be aware we share the JESC with ACT police and that in most cases you will be driving home from the JESC and to drive a Brigade vehicle you need to have a zero alcohol limit (you may get a call out again after having a drink).
10.3 Social Media


Facebook – Gungahlin RFS Brigade

If you want to contact the whole brigade, email the Brigade Secretary on [Peter.WarnerRFS@act.gov.au](mailto:Peter.WarnerRFS@act.gov.au) and your message will get through.

Twitter - @ACTGUNRFS

11.0 Membership

11.1 Probation Period

All new members (including those who transfer from interstate) are subject to a 6-month probationary period. During this period, membership may be terminated by the Brigade Executive Committee. Any decision to terminate a probationary member must be notified in writing to the Chief Officer of the RFS, within 7 days.

Probationary members are unable to participate in operational activities (anything involving live fire) until they have completed Basic Fire-fighter level training or demonstrated competency and skill of the competencies obtained through Basic Fire-fighter level training. Probationary members are encouraged to attend brigade training and community events.

11.2 Membership Categories

Over the years, the Brigade has taken varying approaches to defining membership categories and eligibility for deployments. On the 8 October 2014 at a Special General Meeting, this topic was debated and the following membership categories ratified. The associated changes to the Brigade Constitution were amended at the 2015 AGM to reflect these changes. There are now two types of membership status recognised by the ACTRFS, these are:

1. Active Fire-fighter
2. Inactive Firefighter

These membership statuses are used to determine competence to be on the fire ground. The RFS require members must obtain or hold the competencies gained through attendance at the Basic Fire-fighter course and meet a fitness standard (at a minimum, is moderate fitness level) to work on the fire ground (See Section 11.3)

The competencies are outlined under each status.
1. **Active Fire-fighter**

Brigade members who undertake those front line roles normally expected to be carried out by the majority of RFS members. For example, members who attend field operations such as fire fighting.

Types of activities: brigade training, RFS operations and community events.

These members MUST attend a minimum of six (6) scheduled Brigade activities per year. These activities can include the AGM and the fitness test.

2. **Inactive (Resigned/Terminated)**

Brigade members who have advised that they are no longer available to remain within the RFS in any capacity. Members who have had no association with the Brigade or RFS for any reason for a period of 12 months, also fit into this status.

Types of activities: nil

These members will not be required to attend any RFS/Brigade activities. These members will need to resign in writing from the Brigade. They will need to return all equipment that has been issued to them by ESA, RFS and the Brigade. These members must also return their ID card to the Brigade Captain or Membership Officer within 14 days of resignation. The Captain or Membership Officer will forward the card to RFS Membership Officer to be destroyed. The requirement to return the ID card is outlined in section 197 of the Emergencies Act 2004.

11.3 **What is expected of me as a member of the brigade?**

We welcome you to Gungahlin Rural Fire Brigade and we thank you for dedicating your time to us and the community. Fighting bushfires is a dangerous and serious task, so members love the chance to get out into the community to provide engagement and awareness opportunities. Over the spring and summer months, our members are out during the week and most weekends attending community functions which include but are not limited to; school fetes, assisting at local markets, cooking sausages at a local hardware store, visiting schools and preschools and providing fire fighting support at large sporting and entertainment events, the Canberra Show and the Multi-Cultural Festival. These activities are seen as a good way of educating the community about our role and are also an opportunity to promote the services.

The type of work carried out by emergency services volunteers can be either exciting or boring, rewarding or frustrating, cold or hot, fast or slow, or as many other variables as you can imagine. A description of some of the roles of ACTRFS volunteers follows.

ACTRFS volunteers primarily assist with the suppression of bush and grassfires in the ACT’s rural and remote areas. The ACT’s declared fire season is from the 1st of October through to the last day of March each year and this is the period of most activity for our volunteer bushfire-fighters. There are, however, many instances of being required for bushfire fighting duties outside of this period and all of our volunteers need to be aware of this.

During bush and grass fire operations, bushfire-fighters may have to drag a fire hose around the fire, carry a knapsack (weighing about 20kg) or construct fire breaks using hand tools (hoe or rake like
tools, or axes, for example). The time on the fire line can vary from as little as a few minutes, to more commonly 2 hours or more. Occasionally bushfire-fighters may spend a shift of about 12 hours at a fire.

(Note: ACTRFS members do not have a role in structural fire fighting, hazardous chemical spills or road accident rescue. These are all roles of the ACTF&R).

ACTRFS members have also, on occasion, assisted the ACTSES with storm damage repairs in the ACT.

As a Brigade member, you are responsible for notifying the Brigade Membership Officer of any changes in your personal circumstances, including but not limited to:

· name or marital status
· address
· contact number/s
· email
· availability (change to involvement or status)

As a Brigade member, you are responsible for maintaining your equipment (PPE) in good working order. If you need an item replaced, please email the Equipment Officer at gungahlin.equipment@gmail.com - your email must include your Bushfire Number (B0XXXX) and the items you are requesting.

As a Brigade member, if you see something that is unsafe and/or needs to be reported, you are responsible for reporting the issue/fault. Please do not assume that someone else will report it, or 'I am only new so I will leave it to someone else'.

Under the new Workplace Health and Safety legislation, we are all responsible for everything and are obligated to make it our business. If you are not sure, please report it.

Commitment

As a Brigade member, we expect you to participate as much or as little as you see fit - flexibility is key. Work, family and volunteer life can be hard to balance. Volunteering is about giving back to the community but it is also about you and your family. Life sometimes gets in the way and we completely understand. Please discuss any concerns you have with the Brigade Captain or Membership Officer.
All we expect is for members to:

- maintain a level of training sufficient to fulfil the duties required of members of the RFS
- maintain a level of fitness as per the RFS requirements
- be able to perform the duties expected of members of RFS
- have fun while doing it

You may need to negotiate with your employer for a release from work in the event of an operational call-out during business hours. However, no volunteer is expected to leave work if this is to the detriment of the employer’s business.

**Health and Fitness**

The work carried out by bushfire-fighters can often be both strenuous and exhausting. There may be little opportunity for a break from the heat and the physical activity required to be undertaken. Only people who have a reasonable level of fitness will be able to cope with this type of work for an extended period of time.

Some less strenuous tasks for volunteers include: brigade administration, radio communications operation, message taking, and provision of welfare services. The fitness requirements of the people doing these tasks may be different to those on the front line; however there is a limit to how many people are required for these types of activities.

You will be required to complete a fitness (work capacity test), to at least moderate level, each year with the Brigade. For further information on fitness levels assigned to the various functions undertaken by members, please refer to SOP 4.3 Work Capacity Test.

**Fitness Categories**

**Light:** Duties mainly involving non-field based operational activity where light physical exertion requiring basic good health can be expected. Activities may include operating a vehicle, long hours of work, as well as some bending and light lifting. Individuals can almost always govern the extent and pace of their physical activity.

**Moderate:** Duties involving field work that requires complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting
moderate to heavy weights (generally 11-20kgs), climbing, bending, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually, but not always, can set the pace of their work. This is the minimum level of fitness for active fire-fighters.

**Arduous:** Duties involving field work that requires physical performance calling for above average endurance and conditioning such as Remote Area Fire fighting. These duties include a demand for strenuous activities in emergencies under adverse environmental conditions over extended periods of time. Requirements include strenuous walking, climbing, jumping, twisting, bending and lifting heavy weight (occasionally above 20kgs). The pace of work typically is set by the emergency situation and may often be beyond the individual’s control.

### 11.4 Junior Membership

Junior members of the Brigade will be considered between the ages of 16-18 years of age. The Brigade reserves the right to screen future junior candidates and there is no automatic approval. The Captain will interview candidates and the Brigade Executive will consider admission on a case by case basis. The Brigade currently has two junior members and they have proven to be a valuable members of our team.

The following rules will be used to guide this decision:

- The Brigade will only take up to five junior members at any one time;
- In accordance with normal Brigade practice for all new members, the junior candidate will have to be deemed ready for operational fire fighting duties by the supervising Brigade officer in charge;
- Junior members of the Brigade will only be allowed on the fire ground as a member of a five person tanker crew; and,
- Junior members will not be eligible for interstate task forces or strike teams.

### 11.5 Membership fees

The Brigade membership fee is currently $5.00 per annum. Membership fees can be paid via Electronic Funds Transfer (EFT) into the Brigade bank account or via another agreed arrangement with the Brigade Treasurer. Please see Attachment A for the contact details of the Brigade Treasurer.
It is a requirement of the Constitution that only financial members can nominate and vote for positions in the Brigade. See Attachment B – Brigade Constitution for further clarification.

11.6 ACT Volunteer Brigades Association (VBA) Incorporated
The VBA’s membership is the eight ACT RFS brigades and through the brigades all volunteers. The VBA provides a forum for volunteer brigades to come together to discuss matters of mutual interest, to create special interest committees to study issues of concern.

It also provides advice to the Bushfire Council and ACT Captains Group on volunteer issues. Another of its core functions is to assist volunteer morale and to ensure a ‘fair go’ for volunteers. Apart from supporting the annual Field Day the VBA also provides crisis financial support for RFS volunteers.

If you would like additional information about the VBA or need assistance please contact one of the Brigade’s VBA delegates. See Attachment A for VBA contacts.

12.0 Workplace Health and Safety

12.1 Gungahlin Brigade Health and Safety Policy
We consider health and safety to be an integral and essential component of the long term success of our Brigade.

We believe that no action is worth taking if it unreasonably risks the health and safety of any of our volunteers, other members of the Emergency Services community, or any member of the public.

We believe that we should use our presence within the community to set a standard for health and safety excellence.

To achieve these outcomes, members of the Brigade will at all times:

- Act in a manner that is consistent with these values;
- Wear appropriate PPE;
- Abstain from operating machinery, engaging with the public or entering onto a fire ground whilst under the influence of any drugs or alcohol or while excessively fatigued;
- Take personal responsibility for their own health and safety; and
- Speak out if they believe that others within the Brigade, regardless of position, act in a manner that compromises the health and safety of any Brigade volunteer, or member of the community.

We believe that adhering to these values is a fundamental part of volunteering with the Gungahlin Brigade.

12.2 Accident/Incident Reporting

All accidents/incidents need to be verbally reported to your Crew Leader (CL)/Officer in Charge (OIC), immediately after an incident occurs. When time permits after an incident occurring, an Accident/Incident Report (AIR) form must be completed by the casualty, irrespective of the severity of the incident and the CL/OIC must complete the supervisor section.
The Accident/Incident Reporting (AIR) Form (double-sided blue and yellow) are located in each vehicle and can also be obtained from RFS HQ. Once completed, ensure the form is given to your Crew Leader who will forward it to RFS HQ within 48 hours of the incident. A scanned copy can be emailed within the prescribed response time to Brigade WHS Officer and you, however the original must be provided to RFS HQ.

The contact details of the Brigade WHS Officer can be found in Attachment A. It would be courteous to inform the Brigade Duty Officer and Brigade Captain of any incidents that require first aid/medical response, at your earliest convenience.

12.3 Counselling and Employee Assistance Provider (EAP)
All volunteers are entitled to free counselling and assistance with confidentiality assured. The EAP provider is currently Optum (PPC Worldwide) and they can be contacted at anytime on 1300 361 008. Brochures are available on the board in the stand-up room.

Optum also provides Crisis Response services to groups of employees and individuals where there has been a traumatic incident at work, including critical incident intervention and support, consultation crisis assessment and audits.

Members also have access to two Chaplains in the RFS. Phil Anderson is one of the service chaplains and is also a member of our Brigade. See Attachment A for the contact details of the Chaplain.

13.0 Training

13.1 Training Opportunities
Fighting bushfire is a dangerous activity and as such each of our fire-fighters must have the competence required to allow them to undertake this role as safely as possible. Our training provides members with the skills and knowledge to enable them to:

- Work safely on the fire ground;
- Improve knowledge of fire behaviour;
- Use various techniques to suppress a fire;
- Use and care for firefighting equipment;
- Use and care for communications equipment; and
- Work in a team as well as provide leadership.

There are many optional specialist and general training opportunities available to our RFS members in addition to the basic training requirements. Other optional training includes, but is not limited to:
- Operating 4WDs
- Heavy vehicle driving
- Chainsaw operation basic trimming, and felling courses
- Helicopter Awareness
- First Aid
- Incident Management
- Village fire-fighting
- Fire extinguisher training
- Remote area fire-fighting
- Conducting Hazard reduction burning
- Aviation training
- Fire investigation

For more information on the training programs, please contact the RFS Learning and Development Officer on (02) 6205 0367 or email rfsadmin@act.gov.au.

13.2 Training/Operations Notebook

All members have the opportunity to keep a record of their service in a training/operations handbook supplied by the Brigade. This book is to be kept up to date by the member. Any operational, community activity or formal training should be recorded in the book and signed off by the member’s supervisor on the day. Normal Brigade training and stand-up (without a fire call) does not need to be included. Books are available from the Captain.

13.3 Training Records

Brigade members can provide any training records to the Brigade Membership Officer they think are relevant. This includes certificates of attendance and/or attainment from ACTRFS or any external provider, including the units of competency (where relevant). If a member wants the training record reflected in Vettrack, then they must provide a certified copy to the Brigade Membership Officer.

To ensure your records are securely stored, each member is allocated a personnel file and is kept in the filing cabinets in the JESC office. Whilst the filing cabinets are not locked, access to personnel files is restricted to the Captain, Deputy Captains and Executive Committee members. Members may access their file upon request to the Captain, Deputy Captains and Executive Committee members.

Vettrack can provide a single list of your qualifications but it relies on the information being supplied to the RFS. If it doesn’t go in, it can’t come out. Units of competency are entered in Vettrack by the ESA Training Team.

To request an Official Training Transcript, email the Brigade Membership Officer (see Attachment A for contact details) or directly to the ACT RFS Training Coordinator (rfsadmin@act.gov.au).
14.0 Administration

14.1 Registering Attendance
On each occasion that you attend Brigade training, exercises, community events, stand-up or incidents, members are required to sign in the RFS Sign-In book, located on the table below the radio in the stand-up room. Members must ensure they sign out when they leave so the Brigade knows members have finished their tasks safely.

If you see a member has signed in and hasn’t indicated they have returned or left, an attempt to locate that member should be made to ensure they are safe.

14.2 Use of Shared Facilities
The JESC is shared with SES, Fire and Rescue (F&R), Ambulance and ACT Policing. It is important to maintain good working relations and so every courtesy should be made to work cooperatively with the other teams. Examples of desirable behaviour include:

- Ensure the stand-up room is tidy, free of bags and fire kit. If you track mud or ash into this area, please make an attempt to clean up your mess.
- Maintain the recreation room in a tidy and clean state, free of bags and fire kit. Please ensure you pay for your drinks before taking drinks from the fridge. (Beers - $3.00, Soft Drinks – $2.00)
- Empty bins – The bins in the cage, pool room, and in front of the office should be emptied by members into the hopper in the rear.
- The kitchen area is a shared area and you can use it. Members are responsible to provide their own consumables (eg. coffee, milk, sugar). Please do not use other team consumables. Ensure you leave the area cleaner than you found it.
- The conference room is a shared area and you can use it. While there is no booking system, it would be courteous to consult with the other agencies if you plan to use it on other than Wednesday night (training nights). See Attachment A for contact details of the other teams.

14.3 Change Room/Personal Lockers Guide
Members are entitled to a locker for storage of personal items. The half lockers are shared by SES and RFS volunteers, with the full lockers reserved for the permanent staff in the JESC. To obtain a locker in the change rooms, identify a locker that is empty and has no name plate on the front of the door. Once you have a locker, please label it with your name or nick name. No additional permission is required to reserve a locker. Please ensure you remove all items in the locker and name plate when you cease to use the locker. Only one locker is permitted per person. You will need to purchase your own padlock.

Please remove or hang up wet clothing and towels to dry before placing them in the locker. Boots can be stored on top of the locker, but not left on the floor in front of the lockers. No illegal or contraband materials can be stored in the lockers.
14.4 Brigade Awards and Trophies

The Golden Shovel award is issued each year at the AGM and is selected from member nominations by the Brigade Executive. The award is generally issued to a driver of the most worthy vehicular incident of the year and should be something that drivers do not aspire to be awarded. See Attachment F – Honour Role Recipients – Brigade Awards for current recipients.

The Oh Shit! Award is issued each year at the AGM and is selected from member nominations by the Brigade Executive. The award is generally issued to a Member of the most worthy mistake/miscalculation/incident/accident/brain snap of the year and should be something that members do not aspire to be awarded. See Attachment F – Honour Role Recipients – Brigade Awards for current recipients.

The Community Engagement Award is an inaugural award in 2015. This award would be open to all members and would be for the member who throughout the year participates and gets involved in community events and engagement. The Community Engagement Officer will nominate this award by considering the amount of events attended but also based on how the person makes themselves available and attitude. See Attachment F – Honour Role Recipients – Brigade Awards for current recipients.

The Gung Ho Award is an inaugural award in 2015. This award would be open to new member of the brigade (under 1 year membership) who joins the brigade and then puts their hand up (and attends) everything they can. The Membership Officer will nominate this award. See Attachment F – Honour Role Recipients – Brigade Awards for current recipients.

The Captains Award is an inaugural award in 2015. The Captain will nominate this award. This is awarded to the person who the Captain feels has promoted the values of the brigade over the past year. See Attachment F – Honour Role Recipients – Brigade Awards for current recipients.

The Chief Officer’s Award is a special service award issued by the RFS to recognise an outstanding contribution by members, individual or unit of the RFS or the ACT Community. See Attachment G – Honour Role Recipients – Diligent Services Awards for current recipients. See also SOP 4.7 Chief Officer’s Award.
The National Medal is a national service award issued by the Australian Government for 15 years diligent service to emergency services for risking their lives or safety to protect or assist the community in enforcement of the law or in times of natural disaster.


The Long Service Medal is a service medal issued by the RFS for 10 years service to the ACT Emergency Services. Prior to 2013, 10 years service was a Service Award, but in 2013 a new medal was struck.

As such, many long serving members received this medal in the same year (2013). See Attachment I – Honour Role Recipients – Long Service Awards for current recipients. See also SOP 4.4 Long Service Medal.

The National Emergency Medal is a medal issued by the Australian Government for persons who rendered sustained service during specified dates in specified places in response to nationally-significant emergencies within Australia; or to other persons who rendered significant service in response to such emergencies. See Attachment J – Honour Role Recipient – National Emergency Medal. See also https://www.gg.gov.au/australian-honours-and-awards/national-emergency-medal#vic.

The RFS Honour Role is a list of members who have passed away while still serving members of the RFS. The only member of the Brigade to be on this list is Kane Vandenberg who passed away in 2013 and is honoured in perpetuity by a number plate on GUN 31 “Dutchy” and the Deployment Board on the outside of the Office. The RFS Honour Role can be found at http://esa.act.gov.au/actrfs/learn-about-us/honour-roll/.
### Attachment A – Gungahlin JESC Contact List 2016-2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Person</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Peter Beutel</td>
<td>0421 058 487</td>
<td><a href="mailto:PeterBeutel65@gmail.com">PeterBeutel65@gmail.com</a> <a href="mailto:Peter.Beutel@natcap.gov.au">Peter.Beutel@natcap.gov.au</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Peter Warner</td>
<td>0421 050 791</td>
<td><a href="mailto:Gun.rfs.secretary@gmail.com">Gun.rfs.secretary@gmail.com</a> <a href="mailto:Pwarner999@gmail.com">Pwarner999@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Neil Drummond</td>
<td>0409 821 518</td>
<td><a href="mailto:Neil.drummond@ato.gov.au">Neil.drummond@ato.gov.au</a> <a href="mailto:ndrummond@ozemail.com.au">ndrummond@ozemail.com.au</a></td>
</tr>
<tr>
<td>Captain</td>
<td>Simon Butt</td>
<td>0414 404 284</td>
<td><a href="mailto:Simon.butt@act.gov.au">Simon.butt@act.gov.au</a></td>
</tr>
<tr>
<td>Senior Deputy Captain</td>
<td>Scott Cashmere</td>
<td>0408 206 012</td>
<td><a href="mailto:scott.cashmere@afp.gov.au">scott.cashmere@afp.gov.au</a></td>
</tr>
<tr>
<td>Deputy Captain</td>
<td>Phill Hunt</td>
<td>0431 485 109</td>
<td><a href="mailto:Phill_cycles@hotmail.com">Phill_cycles@hotmail.com</a> <a href="mailto:phil.hunt@act.gov.au">phil.hunt@act.gov.au</a></td>
</tr>
<tr>
<td>Deputy Captain</td>
<td>Nicola Lewis</td>
<td>0421 025 219</td>
<td><a href="mailto:nicolajane75@hotmail.com">nicolajane75@hotmail.com</a> <a href="mailto:Nicola.Lewis@border.gov.au">Nicola.Lewis@border.gov.au</a></td>
</tr>
<tr>
<td>Training Officer</td>
<td>Justin Bagnall</td>
<td>0415 534 688</td>
<td><a href="mailto:Bagnall.justin@gmail.com">Bagnall.justin@gmail.com</a></td>
</tr>
<tr>
<td>Training Coordinator</td>
<td>Shane Donohoe</td>
<td>0404262442</td>
<td><a href="mailto:Shane.Donohoe@act.gov.au">Shane.Donohoe@act.gov.au</a> <a href="mailto:s.s.donohoe@hotmail.com">s.s.donohoe@hotmail.com</a></td>
</tr>
<tr>
<td>Equipment Officer</td>
<td>Shelly Davidson</td>
<td>0404 571 173</td>
<td><a href="mailto:shellco@iinet.net.au">shellco@iinet.net.au</a></td>
</tr>
<tr>
<td>Ass. Equip Officer</td>
<td>Gary Weir</td>
<td>0430 179 600</td>
<td><a href="mailto:gary.weir@act.gov.au">gary.weir@act.gov.au</a></td>
</tr>
<tr>
<td>Membership Officer</td>
<td>Adam Harley</td>
<td>0407 248 659</td>
<td><a href="mailto:chunkz@gmail.com">chunkz@gmail.com</a></td>
</tr>
<tr>
<td>Community Awareness Officer</td>
<td>Anna Polson</td>
<td>0405 279 770</td>
<td><a href="mailto:anna.polson@act.gov.au">anna.polson@act.gov.au</a></td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Toby Randell-Sly</td>
<td>0478 656 990</td>
<td><a href="mailto:tobyrsly@googlemail.com">tobyrsly@googlemail.com</a></td>
</tr>
<tr>
<td>WH&amp;S Officer</td>
<td>Mary Kirkman</td>
<td>0410 227 773</td>
<td><a href="mailto:mary.kirkman@fahcsia.gov.au">mary.kirkman@fahcsia.gov.au</a></td>
</tr>
<tr>
<td>VBA Rep</td>
<td>Ian Harding</td>
<td>0419 300 620</td>
<td><a href="mailto:jannharding@bigpond.com">jannharding@bigpond.com</a></td>
</tr>
<tr>
<td>VBA Rep</td>
<td>Justin Bagnall</td>
<td>0415 534 688</td>
<td><a href="mailto:Bagnall.justin@gmail.com">Bagnall.justin@gmail.com</a></td>
</tr>
<tr>
<td>RAFT Coordinator</td>
<td>Rob Maurer</td>
<td>0417 665 280</td>
<td><a href="mailto:Robert.maurer@act.gov.au">Robert.maurer@act.gov.au</a></td>
</tr>
<tr>
<td>Chaplain</td>
<td>Phil Anderson</td>
<td>0481 002 789</td>
<td><a href="mailto:phil.anderson@act.gov.au">phil.anderson@act.gov.au</a></td>
</tr>
<tr>
<td>Duty Phone</td>
<td>Various</td>
<td>0428 104 432</td>
<td><a href="mailto:gungahlinrfsdutyphone@gmail.com">gungahlinrfsdutyphone@gmail.com</a></td>
</tr>
</tbody>
</table>

### Other JESC Member Contact List

<table>
<thead>
<tr>
<th>Position</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES Commander</td>
<td>Brendan Spence</td>
<td>0432 497 524</td>
</tr>
<tr>
<td>F&amp;R Station Officer</td>
<td>Various</td>
<td>6207 8990</td>
</tr>
<tr>
<td>Ambulance</td>
<td>Various</td>
<td>6207 9971</td>
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<tr>
<td>ACT Policing</td>
<td>Various</td>
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</table>

### Attachment B - Brigade Constitution
ACT Rural Fire Service

Constitution of the

Gungahlin Rural Fire Brigade

1 July 2004

(As amended)

Constitution of the Gungahlin Rural Fire Brigade

Table of Amendments

<table>
<thead>
<tr>
<th>Date</th>
<th>Amendments</th>
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<tbody>
<tr>
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<td>Sections 8, 15 &amp; 16</td>
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<td>AGM</td>
</tr>
<tr>
<td>20/4/2016</td>
<td>Section 11</td>
<td>AGM</td>
</tr>
</tbody>
</table>

1. NAME

The name of the organisation shall be Gungahlin Rural Fire Brigade, hereafter referred to as the Brigade.

2. OBJECTIVES

The objectives of the Brigade shall be to come together for the purposes of developing and maintaining an efficient volunteer rural fire fighting capacity that will be ready and equipped to:

- organise preventative rural fire measures
- control and extinguish rural fires
- prevent loss of human life
- minimise loss of livestock and property
- advise the ACT Rural Fire Service on matters relating to the causes, detection, suppression and prevention of rural fires in the Brigade area
- perform any function as directed or determined by the ACT Rural Fire Service
- support other emergency organisations
allow members to participate in social activities organised by the Brigade or the ACT Rural Fire Service

3. BRIGADE AREA

The area of responsibility of the Brigade shall be within the boundaries determined after consultation with adjoining Brigades and the ACT Rural Fire Service.

4. MEMBERSHIP

Membership is open to anyone formally accepted by the Brigade Executive Committee, and who has paid the membership fee. A Register of Members will be maintained showing in respect of each member:

- Rural Fire Service ID number;
- name;
- residential/postal address;
- email address;
- contact telephone number;
- date of birth;
- Next of Kin details;
- date of commencement of membership;
- date of cancellation of membership and;
- category of membership

5. MEMBERSHIP FEE

The Membership fee for the ensuing twelve months shall be determined and agreed at the Annual General Meeting and is payable within two months of the Annual General Meeting being held. The Executive Committee in extraordinary circumstances may extend this time limit.

After that date, a member will be considered non-financial and may be asked to show cause as to why they should not be removed from the register of Brigade members and have all issued equipment returned to the Brigade.

6. WITHDRAWAL OF MEMBERSHIP

A membership of the Brigade may be withdrawn by a majority decision of the Executive Committee where the Executive Committee considers them unsuitable as a member of the Brigade. Such cancellation of membership will be advised in writing or email with reasons to the member, requesting return of any uniform, equipment and ACT Rural Fire Service identification card issued to that person.

A member may request reconsideration of such cancellation either in writing or email to, or in person before, the Executive Committee within fourteen days of such formal advice being sent. The Executive Committee must then either rescind or confirm the membership cancellation, again in writing or email, within fourteen days from the date of the written or email notice or hearing.
Dispute resolution processes exist within the ACT Rural Fire Service and if the member still feels that the decision is unreasonable, the member can take the matter to the ACT Rural Fire Service.

7. MEMBERS

There are various categories of membership, including:

- **Active member** – a Brigade members who undertake those front line roles normally expected to be carried out by the majority of RFS members. For example, members who attend field operations such as fire fighting. These members MUST attend a minimum of six (6) scheduled Brigade activities per year. These activities can include the AGM and the fitness test. These members must meet RFS requirements for fitness and qualifications. These members must be financial.

- **Inactive (Resigned/Terminated)** – a Brigade members who have advised that they are no longer available to remain within the RFS in any capacity. Members who have had no association with the Brigade or RFS for any reason for a period of 12 months, also fit into this status. These members will not be required to attend any RFS/Brigade activities. These members will need to resign in writing from the Brigade. They will need to return all equipment that has been issued to them by ESA, RFS and the Brigade. These members must also return their ID card to the Brigade Captain or Membership Officer within 14 days of resignation. The Captain or Membership Officer will forward the card to RFS Membership Officer to be destroyed. The requirement to return the ID card is outlined in section 197 of the Emergencies Act 2004.

- **Family** - a person who is financial residing at the same address as an Active, Inactive, Landowner or Junior member

Members, to whom any uniform, equipment and ACT Rural Fire Service Identification Card are issued, are expected to keep same in good order. The member is to return these items to the Brigade in good order immediately the member becomes non-financial with respect to payment of membership fees, or cease to be an active member of the Brigade, or leave the Australian Capital Territory or surrounding districts.

8. FUNDS

The Brigade, as necessary, shall be able to raise funds to supplement any official funding provided by the ACT Rural Fire Service.

The assets and income of the Brigade shall be supplied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the Brigade except as bona fide compensation for services rendered or expenses incurred on behalf of the Brigade.

In the event of the Brigade being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any other Brigade with similar purposes which is not carried on for the profit or gain of its members.

9. FINANCIAL YEAR
The financial year of the Brigade shall commence on the 1st April each year, and end on the 31st March the following year.

10. BANKING

The funds of the Brigade shall be placed by any means into an account, in the name of the Brigade, with a financial institution selected by the Executive Committee, and shall be withdrawn only by electronic funds transfer, debit card or cheque approved by any two of the following:

- the Honorary President
- the Honorary Secretary
- the Honorary Treasurer or
- the Captain

11. ANNUAL GENERAL MEETING

The Annual General Meeting will be held in either the month of April or May of every year at the Brigade station premises, when the activities of the Brigade shall be reviewed, and office bearers elected.

The Honorary Secretary shall arrange, prior to the start of the Annual General Meeting, a Returning Officer and an assistant.

The Honorary Secretary shall give at least fourteen days written or email notice of the meeting and the intention to elect office bearers to the members. This notice will also give a list of the office bearers to be elected and the names of the Returning Officer and an assistant.

12. SPECIAL GENERAL MEETING

The Honorary President at the request of the Executive Committee or a minimum of ten financial members may call a Special General Meeting at any time.

The Honorary Secretary shall give at least fourteen days written or email notice of this meeting, including the purpose of the meeting, to the members.

13. VOTING

Members are deemed financial for the purposes of voting at Brigade Committee Meetings, Annual General Meetings including standing for positions or Special General Meetings if all their membership fees including prior years have been paid as defined in section 5.

Members who will not be present at the Annual General Meeting can apply to the Returning Officer to submit an absentee vote.

Members who will not be present any Special General Meeting can apply to the Executive Committee to submit an absentee vote.

These applications are to be made at the earliest appropriate time after written or email notice has been supplied to the members.
Absentee votes will be held in a locked box or via email by the Honorary Secretary and:

- accessed by the returning officer/s only directly prior to the commencement of the Annual General Meeting.
- accessed by the Honorary President only directly prior to the commencement of any Special General Meeting.

All elections of office bearers and voting for resolutions will be carried out by a show hands, or if requested by an eligible member by secret written ballot.

Where only one nomination has been received, that nomination must be accepted by fifty percent + 1, of the valid votes as determined and counted by the returning officer.

Where more than one nomination has been received, then the nomination that is accepted is the one receiving the majority of the valid votes as determined and counted by the returning officer. Preferential voting is permitted to determine a majority when required.

All resolutions raised at an Annual General Meeting, Special General Meeting, Executive Committee Meeting or General Committee Meeting (unless otherwise stated in this constitution) must be accepted by fifty percent + 1, of the valid votes as determined and counted by the returning officer or Honorary President.

14. OFFICE BEARERS

All nominations including self nominations for office bearers must be in writing or email and lodged with the Honorary Secretary no later than seventy-two hours prior to the Annual or Special General Meeting.

The Honorary Secretary will make available a full list of nominees no less than forty-eight hours prior to the Annual General Meeting. If no written or email nominations are received for an office bearer, nominations for that office bearer can be accepted from the floor of the meeting.

Only active members of the Brigade are eligible to be operational office bearers within the Brigade.

Financial members of the Brigade other than the Captain are eligible to be non-operational office bearers within the Brigade.

Non-operational office bearers shall be elected each year at the Annual General Meeting of the Brigade when they will be eligible for re-election.

Operational office bearers shall be elected every two years at the Annual General Meeting of the Brigade when they will be eligible for re-election.

Other operational office bearers may be appointed including the rank of Senior Deputy Captain by the Captain, as they determine may be necessary for the efficient and effective operation of the Brigade.
Replacement of operational office bearers in the case of resignation, removal or forfeit (including standing down from office):

- The Honorary President shall call for nominations from eligible members within 14 days of being notified of the vacancy.
- There will be a period of 14 days for nominations.
- The remaining operational office bearers shall elect the new operational office bearer from among the nominations with the most senior operational office bearer to have the casting vote.
- Natural progression is to occur. That is, if the Captain’s position is vacant then the Senior Deputy is to be offered the position.
- The new operational office bearer is to be appointed no later than 14 days after the closing of nominations and is appointed for the remainder of the two year period.

Replacement of non-operational office bearers in the case of resignation, removal or forfeit (including standing down from office):

- The Honorary President or in the case of resignation, removal or forfeit of the Honorary President, the Honorary Secretary shall call for nominations from eligible members within 14 days of being notified of the vacancy.
- There will be a period of 14 days for nominations.
- The Executive Committee shall elect the new non-operational office bearer from among the nominations with the Honorary President to have the casting vote.
- The new non-operational office bearer is to be appointed no later than 14 days after the closing of nominations and is appointed until the next Annual General Meeting.

Any operational or non-operational office bearer may be removed from office by a resolution of sixty-five percent of the members voting at a Special General Meeting called for that purpose.

Any office bearer who is absent without leave from three consecutive meetings of the Committee shall forfeit the office if so determined by the Committee.

15. DUTIES OF OFFICE BEARERS

- **Honorary President** - shall preside at all meetings and perform all acts and duties usually required of an executive and presiding officer. In the absence of the Honorary President or the appointed delegate, the Committee shall appoint a chair who shall preside and perform the duties of the Honorary President. The Honorary President is a non-operational position.

- **Honorary Secretary** - shall attend at all meetings and keep a correct account of the proceedings of the Brigade in hard copy or in an appropriate electronic format, which shall be available for inspection by members or circulated to members at any reasonable time. The Honorary Secretary shall answer all formal correspondence and keep a record of same, and shall send out all necessary notices of meetings. The Honorary Secretary will keep a Register of Members with the details as shown in section 4. The Honorary Secretary is a non-operational position.

- **Honorary Treasurer** - shall receive membership fees, donations and other monies on behalf of the Brigade, and shall deposit it to the credit of the Brigade's account. The Honorary Treasurer shall also pay accounts when authorised by the Executive Committee of the
Brigade, keep a correct record of all monies received and payments made and prepare an Annual Balance Sheet. The Honorary Treasurer will keep a record with the names of those members who have paid their membership fee. The Honorary Treasurer is a non-operational position.

- **Captain** - a Captain of the Rural Fire Service shall exercise full control over members of the Brigade while engaged in fire fighting, training and whilst at public relations events or on other occasions where members of the Brigade are required to wear their personal protective equipment and shall issue instructions as to the methods to be adopted and may delegate responsibility to a Deputy Captain. The Captain is an operational position.

- **Senior Deputy Captain and Deputy Captain** - the Deputy Captain shall, in the absence of the Captain, perform the duties and exercise the powers of the Captain and may where required delegate responsibility to another appropriate member of the Brigade. The Deputy Captain role is an operational position.

- **Equipment Officer** - assisted as necessary by one or more Assistant Equipment Officers, shall control the storage, issue and return of equipment, and shall be responsible for its maintenance, but not be liable for any loss or damage thereto. The Equipment Officer shall send to the ACT Rural Fire Service all requests for repair, replacement or acquisition of new equipment. The Equipment Officer is a non-operational position.

- **Training Officer** - assisted as necessary by one or more Training Co-ordinators, will liaise directly with the ACT Rural Fire Service on all matters relating to Brigade training. The Training Officer is a non-operational position. They shall be responsible for:
  - The induction and training of all Brigade members;
  - Maintenance of Brigade level training records;
  - Development of the Brigade’s training resources, instructors and assessors;
  - Liaise with the ACT Rural Fire Service and other ACT Brigade training officers and instructors including attending ACT Rural Fire Service training meetings and workshops as required;
  - Provide advice to Brigade members on development opportunities within the ACT Rural Fire Service;
  - Maintain, on behalf of the Brigade, up to date information regarding competency based training and assessment; and
  - The Training officer will, prior to submitting a members name for ACT Rural Fire Service training courses, seek the endorsement of the Captain.

- **Other Non-Operational Office Bearers** - the Executive Committee may create one or more positions for other office bearers to ensure the efficient management of the Brigade, including but not exclusively, to handle:
  - Public Relations (Community Awareness);
  - Occupational Health and Safety
  - Assistant Equipment Officer/s
  - Training Co-ordinator/s
  - First Aid issues; and
  - Volunteer Brigades Association (VBA) Representative/s
There may also be additional positions on the Committee, without specific responsibilities, for participation and assistance by financial members in Committee activities.

16. EXECUTIVE COMMITTEE

The Executive Committee of the Brigade shall consist of financial members elected to the following positions:

- the Honorary President
- the Honorary Secretary
- the Honorary Treasurer
- the Captain

or alternatively a delegate appointed by the incumbent of that position.

A member cannot hold more than one position on the Executive Committee.

The role of the Executive Committee is to:

- control and allocate the resources of the Brigade
- select a financial institution to hold Brigade funds
- accept or reject new or returning members
- to recommend appropriate purposes for the expenditure of Brigade funds to the General Committee
- to authorise payment of accounts
- to make decisions on behalf of the Brigade, where time or other constraints do not allow the General Committee to meet
- determine who will be the custodian or custodians of the Brigade's funds and determine the amount of said funds
- give authority to certain members to commit/spend Brigade funds or be the holder of a debit card and determine the amount of said funds
- to initiate disciplinary action as required
- to withdraw the membership of any person they consider to be unsuitable as a member of the Brigade and
- to fill non-operational vacancies. The next General Committee meeting must ratify these appointments.

The Executive Committee shall meet at least twice each financial year or more frequently as determined by a majority of the Executive committee.

17. GENERAL COMMITTEE

The General Committee of the Brigade, hereafter referred to as the Committee, shall consist of:

- The Executive Committee and all financial members of the Brigade.

Committee meetings are open to all members of the Brigade but only financial members are entitled to vote. Members are encouraged to attend Committee meetings and express their views on the management of the Brigade.
The Honorary Secretary will keep a register of all Brigade members attending the meetings. This register will be available for the information of members at all Executive and Committee meetings.

The Committee shall meet at least twice each financial year or more frequently as determined by a majority of the Executive committee.

18. QUORUM

At least fifty percent + 1 of eligible members shall form a quorum for the transaction of business at Annual or Special General Meetings.

At least eight Committee members shall form a quorum for the transaction of business at a General Committee Meeting.

At least three members or a delegate appointed by the incumbent of that position shall form a quorum for the transaction of business at an Executive Committee Meeting.

19. AUDIT

At the Annual General Meeting, a competent person or persons not being a member or members of the Brigade shall be invited to serve as Honorary Auditor or Auditors for the ensuing Financial Year. The Honorary Auditor or Auditors must be accepted by the Executive Committee.

The Honorary Auditor or Auditors shall audit the accounts of the Brigade no later than three months after the end of the financial year, and shall certify to their correctness or otherwise, and present a report to the following General Committee Meeting.

20. DISCIPLINARY ACTION

Any member that the Executive Committee feels has acted in a manner not consistent with the constitution, principles or objectives of the Brigade may be subject to disciplinary action.

Where such action is being taken, the member must be notified in writing or email, as soon as possible after the incident, that a disciplinary hearing is being convened. This notice must include details of the incident and the reasons why the action or actions of the member are considered inconsistent with the constitution, principles or objectives of the Brigade.

The disciplinary committee hearing the matter shall be appointed in the following manner:

- The Executive Committee except for the Executive Committee member who brings the complaint forward is not to sit on the disciplinary committee
- The next most senior available member (by length of service) who is not a member of the Executive Committee shall be appointed to the disciplinary committee.
- one member of the Brigade chosen by the member facing the disciplinary hearing

A hearing will then be convened at a time that is convenient for the member, the disciplinary committee and other Brigade members the disciplinary committee or the member feels should
attend. This hearing must be within one calendar month of the date of the notification unless this will cause undue hardship to the member.

The decision of the disciplinary hearing will be notified to the member in writing or email within fourteen days of the hearing. Dispute resolution processes exist within the ACT Rural Fire Service and if the member feels that the decision is unreasonable, the member can take the matter to the ACT Rural Fire Service.

21. CONSTITUTION

This constitution or parts thereof may be added to, repealed, or amended by resolution of seventy-five percent of the members voting at any Annual or Special General Meeting.

Any proposed Constitutional changes are to be ratified by the Chief Officer ACT Rural Fire Service before they become operational.

In the event that a dispute relating to the interpretation of this constitution, it is to be referred to the Chief Officer ACT Rural Fire Service for resolution. The Chief Officer may consult with the Captains group in determining this resolution.
## Attachment C - Key Register

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## Attachment E – Honour Role Recipients - Operational Officer

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<td>Lee Carmody</td>
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<td>2001/2002 season</td>
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<td>2002/2003 season</td>
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<td>2003/2004 season</td>
<td>John Jenkins / Lee Carmody</td>
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<td>2004/2005 season</td>
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**Attachment F – Honour Role Recipients - Brigade Awards**

<table>
<thead>
<tr>
<th>Year of Award</th>
<th>Golden Shovel Award</th>
<th>Year of Award</th>
<th>Oh Shit ! Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-03</td>
<td>Nick Rowntree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003-04</td>
<td>Rob Maurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004-05</td>
<td>Lee Carmody</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005-06</td>
<td>Simon Butt</td>
<td>2006</td>
<td>Rob Maurer</td>
</tr>
<tr>
<td>2006-07</td>
<td>Phil Hunt</td>
<td>2007</td>
<td>Ben Dearsley</td>
</tr>
<tr>
<td>2007-08</td>
<td>Lindon Kinder</td>
<td>2008</td>
<td>Neil Drummond</td>
</tr>
<tr>
<td>2008-09</td>
<td>Michelle Fleming</td>
<td>2009</td>
<td>Stuart Sutherland, Ernest Turner, Neil Drummond</td>
</tr>
<tr>
<td>2011-12</td>
<td>Jeff House</td>
<td>2012</td>
<td>Lee Carmody</td>
</tr>
<tr>
<td>2012-13</td>
<td>Jie Spence</td>
<td>2013</td>
<td>Peter Warner</td>
</tr>
<tr>
<td>Year of Award</td>
<td>Community Engagement Award</td>
<td>Year of Award</td>
<td>Gung Ho Award</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>2015-16</td>
<td>Peter Warner</td>
<td>2015-16</td>
<td>Gary Weir</td>
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</table>

<table>
<thead>
<tr>
<th>Year of Award</th>
<th>Captain’s Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>Anna Polson</td>
</tr>
<tr>
<td>2015-16</td>
<td>Simon Amalos &amp; Mick George</td>
</tr>
</tbody>
</table>

**Attachment G – Honour Role Recipients – Chief Officer’s Diligent Service Award**

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>John Jenkins</td>
</tr>
<tr>
<td>2004</td>
<td>Greg Nixon</td>
</tr>
<tr>
<td>2005</td>
<td>Rob Maurer</td>
</tr>
<tr>
<td>2006</td>
<td>Simon Butt</td>
</tr>
<tr>
<td>2007</td>
<td>Neil Drummond</td>
</tr>
<tr>
<td>2008</td>
<td>Stuart Sutherland</td>
</tr>
<tr>
<td>2009</td>
<td>John Jenkins</td>
</tr>
<tr>
<td>2009</td>
<td>Simon Amalos</td>
</tr>
<tr>
<td>2012</td>
<td>Nicola Lewis</td>
</tr>
<tr>
<td>2014</td>
<td>Jeff House</td>
</tr>
<tr>
<td>2016</td>
<td>Shelley Davidson</td>
</tr>
</tbody>
</table>

**Attachment H – Honour Role Recipients – National Medal**

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Peter Beutel</td>
</tr>
<tr>
<td>2012</td>
<td>Lee Carmody</td>
</tr>
<tr>
<td>2013</td>
<td>Scott Cashmere</td>
</tr>
<tr>
<td>2013</td>
<td>John Jenkins</td>
</tr>
<tr>
<td>2014</td>
<td>Paul Murphy</td>
</tr>
<tr>
<td>2014</td>
<td>Matt Brooke</td>
</tr>
<tr>
<td>2014 (3rd Clasp)</td>
<td>Cliff Stevens</td>
</tr>
<tr>
<td>2015</td>
<td>Simon Butt</td>
</tr>
</tbody>
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### Attachment I – Honour Role Recipients – Long Service Award

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
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</thead>
<tbody>
<tr>
<td>2013</td>
<td>Peter Beutel</td>
</tr>
<tr>
<td>2013</td>
<td>Matt Brooke</td>
</tr>
<tr>
<td>2013</td>
<td>Adrian Bruce</td>
</tr>
<tr>
<td>2013</td>
<td>Lee Carmody</td>
</tr>
<tr>
<td>2013</td>
<td>Scott Cashmere</td>
</tr>
<tr>
<td>2013</td>
<td>Ben Dearsley</td>
</tr>
<tr>
<td>2013</td>
<td>Neil Drummond</td>
</tr>
<tr>
<td>2013</td>
<td>John Jenkins</td>
</tr>
<tr>
<td>2013</td>
<td>Paul Long</td>
</tr>
<tr>
<td>2013</td>
<td>Rob Maurer</td>
</tr>
<tr>
<td>2013</td>
<td>Cliff Stevens</td>
</tr>
<tr>
<td>2013</td>
<td>Stuart Sutherland</td>
</tr>
<tr>
<td>2013</td>
<td>Fiona Van de Made</td>
</tr>
<tr>
<td>2014</td>
<td>Jason Kingma</td>
</tr>
<tr>
<td>2014</td>
<td>Jason Sharples</td>
</tr>
<tr>
<td>2016</td>
<td>Maxine Feletti</td>
</tr>
<tr>
<td>2016</td>
<td>Kasy Chambers</td>
</tr>
<tr>
<td>2016</td>
<td>Phil Hunt</td>
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### Attachment J – Honour Role Recipients – National Emergency Medal

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>VicFires 09 clasp</td>
<td>Michael Garrett</td>
</tr>
<tr>
<td></td>
<td>Michelle Jenkins</td>
</tr>
<tr>
<td></td>
<td>Neil Drummond</td>
</tr>
<tr>
<td></td>
<td>Phillip Hunt</td>
</tr>
<tr>
<td></td>
<td>Paul Murphy</td>
</tr>
<tr>
<td></td>
<td>Craig Jones</td>
</tr>
<tr>
<td></td>
<td>Kelly Edwards</td>
</tr>
<tr>
<td></td>
<td>Simon Amalos</td>
</tr>
</tbody>
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