



# MEETING MINUTES - SEAHAMPTON

**Meeting:** EXECUTIVE MEETING – Ref #  
**Chaired by:** Mark Hocking - President  
**Attendees:** Mark Hocking, Sonia Wright, Colin Dennis, Sam Dart, Scott Oliver  
**Location:** Seahampton RFB  
 40 George Booth Dr  
 Seahampton NSW 2286  
**Date and time:** 13/9/2015 10:46am  
**Minutes by:** Sonia Wright - Secretary

## 1 Minutes

If an item in a meeting is not an action enter "N/A" in the Owner and Due Date columns.  
 Add additional rows as required.

### Apologies

Michael Ison	Sam Berry	Susan Rishman
Warren Mackaway	Stuart Mc Cash	

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Col Dennis Seconded: Scott Oliver	Y

### Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date

This is an authorised copy of the minutes of this meeting.

Chairperson..... Signature..... Date.....

Secretary..... Signature..... Date.....

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Moved: Scott Oliver Seconded: Mark Hocking	Y

## Correspondence

Correspondence IN	
Re nominations deputy group officer elections	
Sam Clempson – Incident and Misconduct Letter	
2 emails re Sam Berry absence from today meeting and thoughts on Sam Clempson	

Correspondence OUT	
Re nominations deputy group officer elections	

Business Arising	Carried	Assigned to	Due Date

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Col Dennis Seconded: Sam Dart	Y

## General Business

	Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
	Probationary to Ordinary Discussion to put forward at General Meeting.				
Richard bell	Exec to check his intensions by phone call before general				
Anthony Ginn	Suggest to remove				
Anton glover	accept				
James Clare	Exec to check his intensions by phone call before general				
Jack parsons	accept				
Steven Scwhetz	accept				

Debbie Young	To extend				
Sam Dart	Re active test Mark H and Sam D issue op request (hr) if you put down more than 1 you get all 3. Potentially rort the system. Possibly modify active test. Discussion on crew weekends 1 a month to meet criteria				
Sam Clempson Misconduct	<p>ISSUE- Sam Clempson took something warren said to heart on a crew weekend and said "I am about to put that pinch bar thru warrens skull". Sam Berry emailed his thoughts on this issue. See Attached.</p> <p>DISCUSSION- Col Dennis- he has lots of chances but on fire ground he loves the radio. Col Finds him ok on fire ground. Very keen on truck and helpful. Some times to helpful and eager.</p> <p>Mark Hocking- declined to comment due to he was the one lodged complaint. Mark Hocking advised he has had 2 separate occasions where Sam Clempson was feeling victimised from warren.</p> <p>GENERAL- warren has prior form to this behaviour. Clempson has already been placed on probation extension. Sam Clempson is on Sam Berry's crew.</p> <p>Sam Dart- does not like the idea of limiting Sam Clempson from coming up to the station. Discussion to explain Captains reasons for initial ban, and then to provide alternative options.</p> <p>Scott Oliver- saying that Sam can't go up on IRU just because warren is here that is not fair. Discussion around everyone involved making their own call to remove self from potential issues.</p> <p>Sonia wright- Col how did we deal with juniors when you were captain. Sam Clempson can't change his behaviour if is not aware of it. He needs to be shown the right behaviour with constant mentoring. Warren to not be included in any metoring to help minimise future issues and to ensure Sam has a chance.</p> <p>The personal issues leading to the conflict between Sam C and Warren M are based very similarly on previous situations within the brigade.</p> <p>OUTCOME- Decided not to do mediation between involved partys. Executive to advise Sam and Warren that in the best interest of both of Sam and Warren, they avoid each other and the situation for the next several months, or until issues are rectified in the best interest of the brigade. Action Plan to be written up and signed by Sam C and placed in his file to refer back to if needed.</p> <p>Sam Clempson Action Plan Wording:</p> <p>Moved M Hocking, Seconded S Wright. Carried Y 5 for 0 Against.</p> <p>1. Coin Dennis (and supporting Crew Leader) and Sam Berry (and supporting Crew Leader) to provide mentoring with behaviours and attitudes</p>				

	<p>for around the brigade and service.</p> <ol style="list-style-type: none"> <li>2. Avoid confrontation with DC Warren Mackaway, and if needed remove yourself from any situation before or as it arises.</li> <li>3. Be respectful to all brigade/service members, regardless of any potential conflicts.</li> <li>4. Immediately notify Crew Leader or Field Representative if conflicts could/may develop so they may be dealt with immediately.</li> <li>5. A Review will be undertaken by the Brigade Executive at the Executive Meeting to be held on 15-11-2015 to check on progress and mentoring, and to make adjustments if required.</li> </ol> <p>Conflict/Misconduct Resolution Motion:</p> <p>S Wright moved motion that any Conflict/Misconduct being presented to the executive committee for a resolution meeting, said meeting to be called as soon as possible within the first fortnight of the issue/incident.</p> <p>Seconded S Oliver. Carried Y 5 for 0 against</p>				
	<p>Active test to vote for deputy group captains- attached list is eligible to vote.</p> <p>Colin- believes this is not right as we don't have the 12 months of data- as only 12 people eligible to vote</p> <p>Sam Dart- happy for mark to vote but hypocritical for him to go there</p> <p>Mark Hocking – abstain because he is not active by 1 fire call</p> <p>Only 2 that don't meet the active Test by 1 is Mark hocking and Michael Ison – Members need 6.5 to be active meetings 2 incidents 7.</p> <p>Colin Dennis moves a motion that Mark Hocking and Michael Ison to be deemed active for voting rights on deputy group captains due to their attendance at crew weekends, Brigade meetings and falling just short of fire calls.</p> <p>Seconded – Scott Oliver motion Carried Y</p> <p>Mark Hocking- Abstained</p> <p>4 for</p> <p>0 against</p>				
	New Applications				
Michelle Hudson	<p>Reserve feeling by all executive- based on discussions with Sam Berry as he did interview, Michelle's intentions are admin only.</p> <p>She can be auxiliary member/ non operational</p> <p>Mark questions she resigned due to health issues but on application she has ticked no health issues.</p>				

	<p>Sam Dart question would we consider this for anyone else applying to brigade and not having any intentions of getting on truck</p> <p>Sonia- this decision cannot be made personal, and effectively ask is it a benefit to accept.</p> <p>Mark Hocking Move to decline her application to join the brigade on the grounds that her intentions of not wanting to be an active firefighter.</p> <p>Seconded – Sonia Wright</p> <p>Motion carried – Y</p> <p>5 for</p> <p>0 against</p>				
Carl Hudson	<p>Mark hocking move a motion to accept Carl Hudson's application to join the brigade</p> <p>Seconded – Sonia Wright</p> <p>Motion carried – Y</p> <p>5 for</p> <p>0 against</p>				
	Meeting closed 12:30pm				

### Next meeting

Date	Start time	Finish time	Location
18 <sup>th</sup> October 2015	1000hrs	1100hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



## SEAHAMPTON RURAL FIRE BRIGADE

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**Subject:** Misconduct Behaviour at Seahampton Station

**Date:** 23-08-2015

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Dear Sam Clempson-Bird

33 Whithers Street  
West Wallsend NSW 2286

Sam this letter is to inform you an official complaint has been lodged by members at the station today regarding your offensive behaviour and threatening comments towards Deputy Captain Warren Mackaway. Using the words "I'm about ready to take that pinch bar to Warren's skull" whether it be a direct or indirect comment to Warren is a serious breach of the Service Standard 1.1.7 Code of Conduct and Ethics and will not be tolerated by me or the brigade.

On the 7th of November 2014 you were sent a welcome letter attached in that email was the brigade constitution and Service Standard 1.1.7 Code of Conduct and Ethics with this being sent over 6 months ago you have been informed of the NSW RFS values: Mutual Respect Adaptability and Resourcefulness One Team, Many Players, One Purpose Integrity and Trust Support, Friendship, Camaraderie Community and Environment Knowledge and Learning

This service standard applies in the following circumstances.

2.4 Every member of the RFS must act in accordance with the Code and attached SOP 1.1.7-1 Code of Conduct and Ethics – Detailed Guidelines, when:

- a. acting in the capacity of a member of the RFS;
- b. participating in any RFS activity; or
- c. on RFS premises.

As you were advised you're still classed as a Probation member within the brigade and are required as per the constitution to meet the following to become an Ordinary member - 5.3 Member Classification subclauses 5.3.6 an ordinary member is a person who has: (a) satisfactorily completed a probationary period of at least six months. With this serious breach I do not feel that this is satisfactory as your probation was extended because the brigade thought you required addition supervision from Officers and needed to prove that previous talks that had happened with you wouldn't happen again.

You must not bully or support others who engage in such behaviour. Bullying is repeated and unreasonable behaviour directed towards a RFS member or a group of RFS members that creates a risk to health and safety. Bullying comprises behaviour that intimidates, offends,

degrades, insults or humiliates a RFS member, clients or customers either physically or psychologically.

As I feel with the above mentioned threat made today that you would not be able to meet the following requirements under the service standard 1.1.7 **safety**.

3.6. We are responsible for our own safety and the safety of people with whom we work. In turn, the RFS is responsible for providing safe systems of work, a safe work environment and by always putting the safety of staff, volunteers and the public first.

### **Service Standard 1.1.7**

#### **12.Sanctions**

12.1. Breaches of this Code, in addition to breaches by any member of policies, standards and procedures, may constitute a breach of discipline and may be actioned accordingly.

All positions with delegated responsibility must ensure that the RFS environment is free from all forms of bullying and harassment.


Therefore I am imposing the following Sanctions and appropriate discipline action on you;

- You will not be allowed at the station until the brigade executive can meet to discuss this issue, to which then you will be informed via email by myself of the outcome.
- You will not be put forward for any operational request during this time.
- You will not be put forward for any training course during this time.
- No uniform will be ordered for you.
- You are not permitted to attend any Incident calls.
- Your RFS uniform and pager (if you have one) will need to be returned to ME as soon as possible.

For further information, or clarification on this letter, feel free to contact me on 0458840888 or [Seahampton.captain@lakesteamrfs.org.au](mailto:Seahampton.captain@lakesteamrfs.org.au)

Regards,

Sam Berry



Captain

Seahampton Rural Fire Brigade

1) probationary members to ordinary (remember to look at the stats).

2) misconduct of Sam Clempson - as per my email sam was informed due to behaviour carried out at the station to not attend due to concerns about members safety.

My points I'd like to mention in relation to this are:

Sam is a young member now 18 years old.

His probation period was extended due to requiring officers mentoring (however this never took place).

Sam is a local resident of West Wallsend.

Sam has had a personal problem with Warren in the time he has been a member of the station.

Sam has rung me multiple times about what he feels is targeted behaviour at the station from Warren.

I would like to make it perfectly clear that at no time do I agree or will have this type of behaviour displayed at the station regardless whether the other person wants to take further action or not. I do as the other CL's and members have a responsibility to maintain a safe environment for the membership of the brigade. I personally think with the above mentioned comments and email that I send out Sam would benefit from a management plan in where guidelines can be set out and put in place to mitigate this behaviour continuing to happen.

This is your time to discuss Sam's membership with Seahampton RFB and if possible set suitable guidelines in which he is to follow and have this behaviour addressed. As the Captain of the brigade I would like to see Sam remain a member however if the executive decide that no measures put in place would be suitable as it's not the first time comments like this have been made. I will support and stand by each and everyone of you as members of the brigade executive, it's your brigade also and you have a say how it runs.

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Regards

Sam Berry

**Captain** | Seahampton Rural Fire Brigade | The Lakes Team

**NSW RURAL FIRE SERVICE**

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**PREPARE. ACT. SURVIVE.**