



Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – #MAY2016
Chaired by: Mark Hocking - President
Attendees: Sue Rishman, Mark Hocking, Michael Zerbes, Warren Mackaway, Ryan Domandl, Brittanie Iles, Michael Scales, Ben Wright, Sonia Wright, Val Dennis, Colin Dennis, Anton Glover, Sam hedley, Elltiki Spruce, Jack Parsons, Stephen Schwetz, Kerrie Schwetz
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date and time: 14/5/2016
Minutes by: Sonia Wright - Secretary

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

Sam Clempson	Alex Gregg	Sam Dart
Stuart McCash	Sam Berry	Debbie Young
Michael Ison	Michael Cooksley	Nikki Hanison

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Ben Wright Seconded: Michael Zerbes	Yes

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

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

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
- ***Minutes from previous meetings to only read out flagged issues or changes.			

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: Ben Wright Seconded: Warren Mackaway	Yes

Correspondence

Correspondence IN
As per attached list

Correspondence OUT

Business Arising	Carried	Assigned to	Due Date

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence presented be accepted as true & correct	Moved: Ben Wright Seconded: Michael Zerbes	Yes

Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
No report tabled.	Moved: Brittne Iles Seconded: Ben Wright	Yes

President's Report

Please See Attached Report

President's Report - Accepted	Moved	Carried
No report tabled.	Moved: Ben Wright Seconded: Sam Hedley	Yes

Treasurer Report

Please See Attached Report

Business Arising	Carried	Assigned to	Due Date
Please see attached report			

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted & bills as listed be paid	Moved: Val Dennis Seconded: Anton Glover	Yes

Workplace Health and Safety

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Exit Lights- currently meet standard				
Mark Hocking Move a motion to Replace Cat 1 flooring spending up to \$150.00 Seconded- Ben Wright All in favour	Mark Hocking	Yes	Warren Mackaway	
Warren - The enviro system if you notice it has gone off please let either Sam Berry Mark Hocking or Warren Mackaway so it can be reset.				

WHS Discussions - Accepted	Moved	Carried
Motion: The WHS Discussions be accepted	Moved: Val Dennis Seconded: Anton Glover	Yes



SEAHAMPTON RURAL FIRE BRIGADE

Subject: 2016 AGM Official Notification and Nomination Information

Date: 3 / 05 / 2016

Dear Members,

All members of Seahampton Rural Fire Brigade are advised that the Annual General Meeting will be held at Seahampton Rural Fire Brigade Station on **Sunday 19th June 2016**, commencing at **1300 hours**. The main purpose of this meeting is the election of Management Positions (for the next year). We urge all members to be in attendance. Lunch (from 12pm) and afternoon tea will be supplied.

Please see below agenda for the 2016 AGM:

- Apologies
- Minutes of the previous Annual General Meeting
- Business arising from the minutes
- Correspondence - AGM
- Business arising from the correspondence
- Reports; Captain, President, Treasurer, and all others
- Election of Office Bearers
- Management Positions – These positions are elected by all ORDINARY Members;
President, Vice President, Secretary, Treasurer, Community Safety Officer, Welfare Officer, Training Officer, First-Aid Officer, Equipment Officer, BA Officer, Safety Officer, 3 x Field Representatives, 3 x Permit Issuing Officers.
- Elect an RFSA delegate (Rural Fire Service Association)
- Appointment of Auditor
- Annual Fee for the year 2016/2017. This is due 90 days after the AGM
- General Meeting Dates for 2016/2017
- Review constitution & existing brigade rules
- Business with notice. In writing and given to the Secretary prior to the AGM
- Close of Meeting

Proxy Voting:

As per 7.1.9 of the Brigade Constitution, if for any reason you cannot attend the AGM but are eligible to vote, you may do so by Proxy by submitting in writing to the Secretary who you have chosen to complete voting on your behalf. Advise your chosen delegate of your choices for the vote. The chosen delegate will then complete your voting on the day.

A member can only vote on behalf of up to two (2) other members.

Nominations for Positions:

Nominations must be in the nomination box at the Station, before Close of Nominations at 1200 hours on Sunday 12th June 2016. At the close of nominations, the box will be opened by the President and Secretary, where all valid nominations will be posted on the notice board and emailed for all to view and make decisions for voting at the AGM. Anyone is welcome to attend the opening of the nomination box. Only if no formal nominations are received for a position will they be taken from the floor at the AGM by the returning officer. Nomination forms may be copied or spares obtained from the station. Please note that nomination forms must be signed and dated by the person nominating, the person nominated, and a seconder. You can nominate yourself for a position. Please note that proper 'first past the post' voting will be enforced as per the constitution. This means that if there is only one person nominated for a position they automatically gain that position without a vote.

Membership fee for 2016/2017 must be paid by the 17/09/2016, as per Brigade Rule 6 to ensure voting rights for the following year.

For further information, or clarification on this information, feel free to contact me on presidentsrfb@gmail.com or the Secretary on secretarysrfb@gmail.com.

Thank you,



Mark Hocking
President
Seahampton Rural Fire Brigade

Nominating for a position

An election of officers of the brigade is an important process and must be followed correctly as it directly impacts upon the functioning and management of the brigade. The constitution sets out the minimum requirements that must be followed when conducting elections.

To assist in meeting the requirements of the constitution and to make the elections run easier the brigade has for many years used a nomination form, which is filled in prior to the election and placed in a nomination box. One week before the election the box is opened by the Secretary and nomination forms are checked, collated, and then distributed to members so that members can see who is running for which position, and start to form a view about how they'll vote, if there is more than one person running for a position. Nomination forms are kept in case the Returning Officer (usually a staff member from the district office) wishes to view them. Anyone and everyone is welcome to attend when the Secretary opens the nomination box.

It is important that the nomination form is filled in correctly, and completely. A nomination form that is not filled in correctly or completely will be declared invalid, and your nomination will not be counted.

Instructions

1. Write your full name after the word I.
2. Fill in the nominee's full name. If you are nominating yourself, write your full name again here.
3. Circle only one position.
4. Write your full name again, followed by your signature, and the date.
5. You need another member to second the nomination, so find another member who agrees with your nomination and ask them to write their name, signature and date in the "seconded by" section.
6. The nominee must accept the nomination, except if you have self-nominated. Ask the nominee to write their name, signature and date in the acceptance section of the form. If you have self-nominated, there is no requirement to fill in the acceptance section.
8. Place the nomination form in the box.

If you have any questions about the process please speak to a member of the Executive Committee.

Election Nomination Form

I, nominate for the position of:
(Your full name) (Nominee's full name)

- President** **Vice President** **Secretary**
- Treasurer** **Training Officer** **Safety Officer**
- Equipment Officer** **Community Safety Officer** **Breathing Apparatus Officer**
- First Aid Officer** **Welfare Officer** **Field Representative**
- Permit Issuing Officer**

Signed;
(Your full name) (Signature) (Date)

Seconded by;
(Seconder's full name) (Seconder's signature) (Date)

This section is not required if you are self-nominating.
Acceptance; I accept the nomination for the position circled above.

.....
(Nominee's full name) (Nominee's signature) (Date)

Election Nomination Form

I, nominate for the position of:
(Your full name) (Nominee's full name)

- President** **Vice President** **Secretary**
- Treasurer** **Training Officer** **Safety Officer**
- Equipment Officer** **Community Safety Officer** **Breathing Apparatus Officer**
- First Aid Officer** **Welfare Officer** **Field Representative**
- Permit Issuing Officer**

Signed;
(Your full name) (Signature) (Date)

Seconded by;
(Seconder's full name) (Seconder's signature) (Date)

This section is not required if you are self-nominating.
Acceptance; I accept the nomination for the position circled above.

.....
(Nominee's full name) (Nominee's signature) (Date)



2016 – TREASURER'S REPORT

Seahampton RFB

APRIL 2016

Good Afternoon All,

I have pleasure in presenting the report for the month of April.

Income and expenditure as per disclosed.

Status of accounts as at 30th April is as below

General account	\$ 230.49
Social account	\$ 556.68
Gift account	\$ 21,903.71
DGR account	\$ 2,455.31

This brings the total of monies in the Brigade for the month of April is \$25,146.19. Once again no monies have been received for fundraising activities.

Thankyou,

Susan Rishman
Treasurer

For further information regarding the Treasurer's Report, please contact Susan Rishman via email on rishorfs@gmail.com

SEAHAMPTON RURAL FIRE BRIGADE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of April 2016

ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 469.22		
Shampoo / Lighters	11.28		
Weed Sprayer	18.90		
Printer Ink	139.10		
Coffee	19.99		
Axe purchase as per General Meeting	20.08		
BA Rack Screws / Table repair screws	13.48		
Mark Hocking - BA Rack reimbursement		13.48	
Sim Card reimbursement (Sam Berry)	19.80		
Internet - Exetel	9.58		
	252.21	13.48	\$ 230.49
SOCIAL ACCOUNT - c/fwd balance	\$ 538.05		
Vending Machine	15.97	34.60	
	15.97	34.60	\$ 556.68
GIFT ACCOUNT - c/fwd balance	\$ 21,903.71		
	0.00	0.00	\$ 21,903.71
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,449.76		
Interest received		5.55	
	0.00	5.55	\$ 2,455.31

SEAHAMPTON RURAL FIRE BRIGADE APRIL - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 230.49		
Social Account	\$ 556.68		
Gift Account	\$ 21,903.71		
DGR Account	\$ 2,455.31	\$25,146.19	

TOTAL MONIES HELD BY BRIGADE

\$25,146.19

VENDING MACHINE - previous month balance	\$ 1,345.97		
Sales		15.97	
Purchases	34.60		
	34.60	15.97	\$ 1,327.34



Seahampton President <presidentsrfb@gmail.com>

Council Merger

1 message

Paul Jones (The Lakes) <Paul.Jones1@rfs.nsw.gov.au>
To: The Lakes Team <TheLakesTeam@rfs.nsw.gov.au>

Fri, May 13, 2016 at 2:47 PM

All Lakes Personnel

By now most of you would be aware of the NSW Government announcement regarding the formation of the Central Coast Council encompassing the former Wyong and Gosford Councils. The new Council comes into effect immediately with an administrator appointed to facilitate the day to day running of Council functions.

Many will be asking what does this mean for the Lakes District (Lake Macquarie & Wyong). At this stage it is 'business as usual'; the longer term arrangements will be subject to the RFS going through a process of determining what the Council amalgamations mean for its business, and what, if any changes are needed. The implications are not simple.

So please, promote and continue business as usual. Any speculation & rumouring will only be counterproductive. Please keep focused on our most important function of providing fire and emergency response services to the community.

I'm sure everyone has lots of questions and how this affects them as an individual.

As more information comes to hand I will pass it on.

Regards



Superintendent Paul Jones | Manager | The Lakes District

NSW RURAL FIRE SERVICE

Wyong Fire Control Centre | 105 Arizona Road | Charmhaven NSW 2263

Lake Macquarie Fire Control Centre | 1a George Booth Dr | Cameron Park NSW 2285

Wyong **P 02 43943100** | **F 02 43943130** |

Lake Macquarie **P 02 49144500** | **F 02 49144530** |

E paul.jones1@rfs.nsw.gov.au **M 0407 232 863**

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PREPARE. ACT. SURVIVE.

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Correspondence May 2016

19/4/2016- OUT - 2015 Volunteer Appreciation Day – Mark Hocking
19/4/2016- Bf Course Wyong – Peter Murphy
20/4/2016 – University of Woolongong – Lakes Team
20/4/2016 – final numbers for volunteer Appreciation Day – Sonia Wright
28/4/2016 – Deputy group 2 activation – Lakes Team
29/4/2016 – WAFA conference – Karen Martin
29/4/2016 – Expressions of interest for overseas deployment- Karen Martin
2/5/2016 – RFD and ORD Course – Peter Bateup
2/5/2016 – CISS Information Session – Peter Murphy
2/5/2016 – 2016 State Mitigation Positions round 2 – Lakes team
2/5/2016 – OUT – RFD/ORD course – Colin Dennis
3/5/2016 – OUT - Official AGM notification – Mark Hocking
3/5/2016 – HR resource Requirements – Scott Pollard
3/5/2016 – OUT- Availability for HR – Mark Hocking
4/5/2016 – OUT - ST Florains Day – Sam Berry
9/5/2016 – New Member survey – Sally Chester
10/5/2016 – Crew Leader Wildfire successful – Peter Murphy
10/5/2016 – Members website Project – Sally Chester
11/5/2016 – Resources for HR – Stuart Farley
13/5/2016 – MR & HR license Assessment's – Peter Murphy
13/5/2016 – Council Merger – Paul Jones
14/5/2016 – Fatigue Management – Paul Jones

Mr hr licenses

Hr resources yesterday and last week

Members website survey

Allocation Bunnings fundraising

St florians day info

State mit round 2

Rfd

Critical incident info

Overseas deployment

Wfa conference

Dep group 2 activation