

# Application SCVIACF000017

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## Application summary

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### Application ID

SCVIACF000017

### Application title

SCVIACF - NSW RFSA

### Program name

Stronger Communities Programme Round 6

### Applicant

NSW RFSA

### Submitted date

29/03/2021

## Program selection

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### NSW RFSA

Are you a trustee acting on behalf of a trust?

No

Do you have an ABN?

Yes

### Entity details

What is your ABN?

36154998320

Legal name

NSW RFSA

Business name

NSW RFSA

Date registered

5/01/2012

GST registered

Yes

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes

### Program Selection

What program are you applying for?

Stronger Communities Programme Round 6

Component

Stronger Communities Programme Round 6 - Chifley - Application

## Eligibility

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Does your project deliver social benefits to your local community?

Yes

Does your project involve portable equipment?

Yes

Will this equipment be used primarily in your MP's electorate?

Yes

Does your project have the required minimum eligible expenditure as defined in the grant opportunity guidelines?

Yes

Is your organisation a local governing body as defined in the grant opportunity guidelines?

No

Are you an incorporated not for profit organisation?

Yes

Select which type of entity your organisation is.

incorporated Association

## Applicant address

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### Applicant street address

Is the address located in Australia?

Yes

### Address details

204 Rooty Hill Rd S  
EASTERN CREEK NSW 2766  
Australia

### Applicant postal address

Is the address located in Australia?

Yes

### Address details

204 Rooty Hill Rd S  
EASTERN CREEK NSW 2766  
Australia

## Project information

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### Project title and description

If your application is successful, we will publish some grant opportunity details on [GrantConnect](#) and other government publications. Published details include:

- name of the grant recipient
- a project title
- a brief project description and its intended outcome
- amount of grant funding awarded

#### Project title

**Example of project title: Upgrade to facilities at Jane Citizen Park.**

Eastern Creek RFS Station Upgrade

**Provide a brief project description for publication.**

**Ensure your project description focuses on your project's key activities and outcomes. Outline what your project will do and how it will provide social benefits to your community.**

**Example of brief project description: New shade shelters and BBQ's will be installed in Jane Citizen Park in Cityville. These will encourage community members to use the park and spend time being active.**

New office, kitchen and storeroom for very important equipment which keeps our community a safe environment

### Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Example detailed project description: Six shade shelters will be purchased and installed above the existing children's' playground and three new electric BBQ's will be purchased and installed adjacent to the playground. The shade shelters will be ordered from a local manufacturer and a landscaper will be engaged to complete all the landscaping works.

Our nominated project is a small capital works which will see minor refurbishments occur to our meeting room, kitchen, office and internal store room. These are much needed as the brigade hasn't been upgraded since it's construction some 30 plus years ago. It includes installing a new kitchen, moving an internal wall, and putting new flooring and paint on the walls.

## Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Where your project is located on school grounds, involves school property, involves upgrades or new equipment used in schools, your project outcomes should explain the social benefits to the broader community.

Example of project outcomes: The project to provide shade shelters and new BBQ's will deliver social benefits to the community by improving the quality of the community facilities. The project will encourage community members to use the park and spend time being active. The provision of shelter will extend the hours of playtime and provide adults, caregivers and older members of the community with a better environment to participate in outdoor community activity.

The project will provide updated facilities for our ever growing brigade membership. Our brigade hasn't been refurbished since it's construction some 30 years ago and the facilities are in dire need of updating. This will provide a more usable space for our members to rest after incidents calls, a new office space for training purposes and for brigade admin, and a better storeroom.

## Project questions

### Select your project type

Small capital works

Does your project include modifications to leased buildings or grounds?

Projects including modifications to leased buildings or grounds must get consent from the owner and keep a record as we may ask you for this evidence.

Yes

Does your project require any development or building approvals?

Projects requiring development or building approvals will need to obtain the necessary approvals and keep them as a record as we may ask you for this evidence.

No

Is your project located on school grounds or involve upgrades to school property or equipment?

Projects located on school grounds or involving upgrades to school property or equipment should explain the broader social benefits in the outcomes question above.

No

## Project duration

Your project must be completed by 31 December 2021.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

### Estimated project start date

01/05/2021

### Estimated project end date

01/07/2021

Estimated project length (in months)

3

## Project location

### Project site 1

204 Rooty Hill Rd S  
EASTERN CREEK NSW 2766  
Australia

Estimated % of project value expected to be undertaken at site

100

Electorate

Your project address must be located within your MP's electorate.  
Electorate boundaries are as of the 2019 federal election. Your  
electorate must be entered in all capital letters.

CHIFLEY



## Project budget

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### Project budget summary

Provide a summary of your eligible project expenditure over the life of the project. Your grant amount should not exceed the amount nominated by your MP as outlined in the notification email.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$2,500 or for local governing bodies \$5,000.

As outlined in the grant opportunity guidelines, 'in kind' expenditure is not eligible.

Head of expenditure	Financial year	Total
Labour		\$0
Labour	2020/21	\$0
Labour	2021/22	\$0
Contract		\$0
Contract	2020/21	\$0
Contract	2021/22	\$0
Plant and equipment		\$0
Plant and equipment	2020/21	\$0
Plant and equipment	2021/22	\$0
Materials		\$0
Materials	2020/21	\$0
Materials	2021/22	\$0
Other		\$19,280
Other	2020/21	\$19,280
Other	2021/22	\$0
Total Project Costs (\$AUD and GST exclusive)		\$19,280

Financial year	Costs
2020/21	\$19,280
2021/22	\$0
Total Project Costs (\$AUD and GST exclusive)	\$19,280

Total grant funding sought. We will add GST to this where applicable.

\$ 19,280

The maximum grant amount available through your nomination is **\$19,280**. You cannot request more, however you can request less if your project expenditure has reduced. **Please note that for local governing bodies, the grant amount cannot be more than 50% of your project costs in the section above.**

## Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought. If your grant funding is 100 per cent you can leave this section blank.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

## Your contribution

## Bank Account Details

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If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

### Account details

#### Account Name

NSW RFSA

#### BSB

s 22(1)(a)(ii)

#### Account Number

s 22(1)(a)(ii)

### Payment Contact

#### Title

s 22(1)(a)(ii)

#### Given Name

s 22(1)(a)(ii)

#### Family Name

s 22(1)(a)(ii)

#### Position Title

Policy & Governance Manager

#### Email Address

s 22(1)(a)(ii)

#### Phone Number

s 22(1)(a)(ii)

#### Mobile Number

s 22(1)(a)(ii)

## Project partners and Sponsored organisations

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If you are carrying out a joint project you should provide details of your project partner here. If you are applying on behalf of another organisation as a sponsor, you must provide details about the sponsored organisation here.

For details about project partner contributions and sponsorship arrangements refer to the grant opportunity guidelines. Letters of support are required from project partners only.

### NSW RFSA

Is the organisation a trustee acting on behalf of a trust?

No

Does the organisation have an ABN?

Yes

### Organisation details

What is the ABN?

36154998320

Legal name

NSW RFSA

Business name

NSW RFSA

Date registered

5/01/2012

GST registered

Yes

Is the organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes

## Organisation street address

Is the address located in Australia?

Yes

### Address details

U 11 69 York Rd  
JAMISONTOWN NSW 2750  
Australia

## Organisation postal address

Is the address located in Australia?

Yes

### Address details

U 11 69 York Rd  
JAMISONTOWN NSW 2750  
Australia

## Organisation contact

### Project partner contact:

s 22(1)(a)(ii)

Title

s 22(1)(a)(ii)

Given name

s 22(1)(a)(ii)

Family name

s 22(1)(a)

Position title

Policy & Governance Manager

Email address

s 22(1)(a)(ii)

Primary phone number

s 22(1)(a)(ii)

Secondary phone number

s 22(1)(a)(ii)

Project partner contact: s 22(1)(a)(ii)

U 11 69 York Rd

JAMISONTOWN NSW 2750

Australia

Is this a project partner or a sponsored organisation?

Sponsored organisation

## Application finalisation

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### Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

[Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.](#)

No

### Program feedback

How did you hear about this grant opportunity?

Advertisement

### Additional information

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

#### Trust documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

#### Evidence of your not for profit status (if applicable)

This may include constitutional document or articles of association.

Evidence is only required where your organisation is not publicly listed as not for profit.

### Indigenous organisations

Is your organisation Indigenous owned?

[An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.](#)

No



Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

## Primary contact

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### Title

s 22(1)(a)  
(ii)

### Given name

s 22(1)(a)(ii)

### Family name

s 22(1)(a)(ii)

### Position title

President

### Email address

s 22(1)(a)(ii)

### Secondary phone number

s 22(1)(a)(ii)

Business postal address of the primary contact

Is the address located in Australia?

Yes

### Address details

s 22(1)(a)(ii)

# Declaration

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## Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
2. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

## Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people engaged on this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I

note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

If a Project Sponsor has been nominated – I declare that I am authorised to submit this application on behalf of the Project Sponsor, and enter into a grant agreement that will legally bind the Project Sponsor.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions, a copy of which is available on [business.gov.au](https://business.gov.au). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.


**By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.**

Yes


✓ Eligibility Question	Applicant Response	Response Satisfactory	Comments	Assessor Attachment
Does your project deliver social benefits to your local community?	Yes	Yes		No
Does your project involve portable equipment?	Yes	Yes		No
Will this equipment be used primarily in your MP's electorate?	Yes	Yes		No
Does your project have the required minimum eligible expenditure as defined in the grant oppor...	Yes	Yes		No
Is your organisation a local governing body as defined in the grant opportunity guidelines?	No	Yes		No
Are you an incorporated not for profit organisation?	Yes	Yes		No
Select which type of entity your organisation is.	incorporated Association	Yes	ABR - 26/03/2021 - Australian Public Company; Eligible - 26/03/2021	No

✓	Assessment Criteria	Assessment Instructions	Assessment	Comments	Assessor Attachment
	Assessment for Additional Assessment Criteria 1	Is the Applicant an eligible entity?	Yes	ABR - 26/03/2021 - Australian Public Company; Eligible - 26/03/2021	No
	Assessment for Additional Assessment Criteria 2	Does the project and grant amount sought match the amount specified by the MP?	Yes		No
	Assessment for Additional Assessment Criteria 3	Has the MP declared any Conflicts of Interest?	No		No
	Assessment for Additional Assessment Criteria 4	Is the action to manage the MP conflict of interest appropriate?	Yes	Not applicable	No
	Assessment for Additional Assessment Criteria 5	Have letters of support been submitted from all project partner organisations? (where applicable)	Yes	Not applicable	No
	Assessment for Additional Assessment Criteria 6	Does the project description and key activities describe how the project is going to be undertaken?	Yes		No
	Assessment for Additional Assessment Criteria 7	Does the project description and budget include any ineligible activities/expenditure?	No		No
	Assessment for Additional Assessment Criteria 8	Will the project be completed by 31 December 2021?	Yes		No
	Assessment for Additional Assessment Criteria 9	Is the project budget appropriate for the activities described?	Yes		No
	Assessment for Additional Assessment Criteria 10	Is the project location within nominating MP's Electorate?	Yes	Chifley	No



Assessment Outcome   +  Satisfactory

Assessors Comment   +  The applicant organisation and project are eligible and align with the Nomination from their local Member of Parliament. No Member of Parliament conflicts of interest have been identified or declared. The project has been recommended for approval. QA Checked by s 22(1)(a)(ii) on 20 April 2021. I have reviewed this eligibility assessment and I agree with the assessor's recommendations, all details have been completed in BGM.

Assessed By   +  s 22(1)(a)(ii)

Date   +  20/04/2021



# Application SCVIAWW000009

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## Application summary

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### Application ID

SCVIAWW000009

### Application title

SCVIAWW - NSW RFSA

### Program name

Stronger Communities Programme Round 6

### Applicant

NSW RFSA

### Submitted date

1/04/2021

## Program selection

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### NSW RFSA

Are you a trustee acting on behalf of a trust?

No

Do you have an ABN?

Yes

### Entity details

What is your ABN?

36154998320

Legal name

NSW RFSA

Business name

NSW RFSA

Date registered

5/01/2012

GST registered

Yes

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes

### Program Selection

What program are you applying for?

Stronger Communities Programme Round 6

Component

Stronger Communities Programme Round 6 - Werriwa - Application

## Eligibility

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Does your project deliver social benefits to your local community?

Yes

Does your project involve portable equipment?

Yes

Will this equipment be used primarily in your MP's electorate?

Yes

Does your project have the required minimum eligible expenditure as defined in the grant opportunity guidelines?

Yes

Is your organisation a local governing body as defined in the grant opportunity guidelines?

No

Are you an incorporated not for profit organisation?

Yes

Select which type of entity your organisation is.

companies limited by a guarantee

## Applicant address

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### Applicant street address

Is the address located in Australia?

Yes

### Address details

U 11 69 York Rd  
JAMISONTOWN NSW 2750  
Australia

### Applicant postal address

Is the address located in Australia?

Yes

### Address details

PO Box 845  
PENRITH NSW 2751  
Australia

## Project information

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### Project title and description

If your application is successful, we will publish some grant opportunity details on [GrantConnect](#) and other government publications. Published details include:

- name of the grant recipient
- a project title
- a brief project description and its intended outcome
- amount of grant funding awarded

#### Project title

**Example of project title: Upgrade to facilities at Jane Citizen Park.**

Station Enhancement

**Provide a brief project description for publication.**

**Ensure your project description focuses on your project's key activities and outcomes. Outline what your project will do and how it will provide social benefits to your community.**

**Example of brief project description: New shade shelters and BBQ's will be installed in Jane Citizen Park in Cityville. These will encourage community members to use the park and spend time being active.**

Provide dedicated safety equipment and lockers so individual members can have equipment that is secured and purchase high pressure washer

### Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Example detailed project description: Six shade shelters will be purchased and installed above the existing children's' playground and three new electric BBQ's will be purchased and installed adjacent to the playground. The shade shelters will be ordered from a local manufacturer and a landscaper will be engaged to complete all the landscaping works.

Install 35 personal lockers - one for each active member of the Brigade - to allow turnout equipment to be stored at the station, and members' personal items to be kept securely while responding to incidents. Safety equipment, including torches, Storz tools, hydration backpacks, and gumboots for flood work will be purchased for each individual member to ensure they have the best tools and equipment available when they respond to any incident. The Brigade also intends to purchase a high pressure washer to keep our trucks and Brigade station clean.

## Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Where your project is located on school grounds, involves school property, involves upgrades or new equipment used in schools, your project outcomes should explain the social benefits to the broader community.

Example of project outcomes: The project to provide shade shelters and new BBQ's will deliver social benefits to the community by improving the quality of the community facilities. The project will encourage community members to use the park and spend time being active. The provision of shelter will extend the hours of playtime and provide adults, caregivers and older members of the community with a better environment to participate in outdoor community activity.

Since the 2019/20 fires a number of new members have joined the Brigade, which has improved our response to incidents by making more people available sooner to respond. By improving the facilities and equipment that is provided to volunteers, we will be able to boost member morale and retention, maintaining this improvement in incident response for the benefit of the community.

## Project questions

### Select your project type

Capital expenditure

Does your project include modifications to leased buildings or grounds?

Projects including modifications to leased buildings or grounds must get consent from the owner and keep a record as we may ask you for this evidence.

No

Does your project require any development or building approvals?

Projects requiring development or building approvals will need to obtain the necessary approvals and keep them as a record as we may ask you for this evidence.

No

Is your project located on school grounds or involve upgrades to school property or equipment?

Projects located on school grounds or involving upgrades to school property or equipment should explain the broader social benefits in the outcomes question above.

No

## Project duration

Your project must be completed by 31 December 2021.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

### Estimated project start date

01/05/2021

### Estimated project end date

30/06/2021

Estimated project length (in months)

2

## Project location

### Project site 1

Lot 1 Twenty Seventh Ave

West Hoxton NSW 2171

Australia

Estimated % of project value expected to be undertaken at site

100

Electorate

Your project address must be located within your MP's electorate.

Electorate boundaries are as of the 2019 federal election. Your electorate must be entered in all capital letters.

WERRIWA



## Project budget

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### Project budget summary

Provide a summary of your eligible project expenditure over the life of the project. Your grant amount should not exceed the amount nominated by your MP as outlined in the notification email.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$2,500 or for local governing bodies \$5,000.

As outlined in the grant opportunity guidelines, 'in kind' expenditure is not eligible.

Head of expenditure	Financial year	Total
Labour		\$0
Labour	2020/21	\$0
Contract		\$0
Contract	2020/21	\$0
Plant and equipment		\$19,500
Plant and equipment	2020/21	\$19,500
Materials		\$0
Materials	2020/21	\$0
Other		\$5,500
Other	2020/21	\$5,500
Total Project Costs (\$AUD and GST exclusive)		\$25,000

Financial year	Costs
2020/21	\$25,000
Total Project Costs (\$AUD and GST exclusive)	\$25,000

Total grant funding sought. We will add GST to this where applicable.

\$ 19,000

The maximum grant amount available through your nomination is **\$19,000**. You cannot request more, however you can request less if your project expenditure has reduced. Please note that for local governing bodies, the grant amount cannot be more than 50% of your project costs in the section above.

## Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought. If your grant funding is 100 per cent you can leave this section blank.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

## Your contribution

Enter your organisation name. In the description field, provide additional details. Indicate whether your contribution is sourced from cash flow, loans, equity etc.

Contributions must be cash. In-kind contributions are not eligible as detailed in the grant opportunity guidelines.

If you have project partners we will ask you for their details later in the application. You must provide their name and their contribution here.

### Name of contributor

Middleton Rural Fire Brigade

### Details of contribution

Contribution type	Due date	Amount	Description
Cash	1/05/2021	\$6,000	
Total		\$6,000	

## Bank Account Details

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If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

### Account details

#### Account Name

NSW RFSA - General Account

#### BSB

s 22(1)(a)(ii)

#### Account Number

s 22(1)(a)(ii)

### Payment Contact

#### Title

s 22(1)(a)(ii)

#### Given Name

s 22(1)(a)(ii)

#### Family Name

s 22(1)(a)(ii)

#### Position Title

Financial Accountant

#### Email Address

s 22(1)(a)(ii)

#### Phone Number

0247233400

## Project partners and Sponsored organisations

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If you are carrying out a joint project you should provide details of your project partner here. If you are applying on behalf of another organisation as a sponsor, you must provide details about the sponsored organisation here.

For details about project partner contributions and sponsorship arrangements refer to the grant opportunity guidelines. Letters of support are required from project partners only.

### MIDDLETON RURAL FIRE BRIGADE

Is the organisation a trustee acting on behalf of a trust?

No

Does the organisation have an ABN?

Yes

### Organisation details

What is the ABN?

73571779202

Legal name

MIDDLETON RURAL FIRE BRIGADE

Business name

MIDDLETON RURAL FIRE BRIGADE

Date registered

3/11/1999

GST registered

No

Is the organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)?

No

Is the organisation a not-for-profit?

Yes

## Organisation street address

Is the address located in Australia?

Yes

### Address details

Lot 1 Twenty Seventh Ave  
WEST HOXTON NSW 2171  
Australia

## Organisation postal address

Is the address located in Australia?

Yes

### Address details

s 22(1)(a)(ii)

## Organisation contact

Project partner contact: s 22(1)(a)(ii)

Title

s  
22(1)

Given name

s 22(1)(a)  
(iii)

Family name

s 22(1)(a)(ii)

Position title

Secretary

**Email address**

middletonrfs@gmail.com

**Secondary phone number**

s 22(1)(a)(ii)

Project partner contact: s 22(1)(a)(ii)

Lot 1 Twenty Seventh Ave  
WEST HOXTON NSW 2171  
Australia

**Is this a project partner or a sponsored organisation?**

Sponsored organisation

## Application finalisation

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### Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

[Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.](#)

No

### Program feedback

How did you hear about this grant opportunity?

Internet

### Additional information

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

#### Trust documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

#### Evidence of your not for profit status (if applicable)

This may include constitutional document or articles of association. Evidence is only required where your organisation is not publicly listed as not for profit.

### Indigenous organisations

Is your organisation Indigenous owned?

[An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.](#)

No



Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

## Primary contact

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### Title

s 22(1)(a)(ii)

### Given name

s 22(1)(a)(ii)

### Family name

s 22(1)(a)(ii)

### Position title

Policy & Governance Manager

### Email address

s 22(1)(a)(ii)

### Primary phone number

0247233400

Business postal address of the primary contact

Is the address located in Australia?

Yes

### Address details

U 11 69 York Rd

JAMISONTOWN NSW 2750

Australia

# Declaration

---

## Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
2. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

## Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people engaged on this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I

note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

If a Project Sponsor has been nominated – I declare that I am authorised to submit this application on behalf of the Project Sponsor, and enter into a grant agreement that will legally bind the Project Sponsor.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions, a copy of which is available on [business.gov.au](https://business.gov.au). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

**By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.**

Yes

✓ Eligibility Question	Applicant Response	Response Satisfactory	Comments	Assessor Attachment	
Does your project deliver social benefits to your local community?	Yes	Yes		No	
Does your project involve portable equipment?	Yes	Yes		No	
Will this equipment be used primarily in your MP's electorate?	Yes	Yes		No	
Does your project have the required minimum eligible expenditure as defined in the grant opportunity guidelines?	Yes	Yes		No	
Is your organisation a local governing body as defined in the grant opportunity guidelines?	No	Yes		No	
Are you an incorporated not for profit organisation?	Yes	Yes		No	
Select which type of entity your organisation is.	companies limited by a guarantee	Yes	ABR - 23/03/2021 - Australian Pu...	No	

✓	Assessment Criteria	Assessment Instructions	Assessment	Comments	Assessor Attachment
	Assessment for Additional Assessment Criteria 1	Is the Applicant an eligible entity?	Yes	ABR - 23/03/2021 - Australian Public Company; Eligible - 23/03/2021	No
	Assessment for Additional Assessment Criteria 2	Does the project and grant amount sought match the amount specified by the MP?	Yes		No
	Assessment for Additional Assessment Criteria 3	Has the MP declared any Conflicts of Interest?	No		No
	Assessment for Additional Assessment Criteria 4	Is the action to manage the MP conflict of interest appropriate?	Yes	Not applicable	No
	Assessment for Additional Assessment Criteria 5	Have letters of support been submitted from all project partner organisations? (where applicable)	Yes	Not applicable	No
	Assessment for Additional Assessment Criteria 6	Does the project description and key activities describe how the project is going to be undertaken?	Yes		No
	Assessment for Additional Assessment Criteria 7	Does the project description and budget include any ineligible activities/expenditure?	No		No
	Assessment for Additional Assessment Criteria 8	Will the project be completed by 31 December 2021?	Yes		No
	Assessment for Additional Assessment Criteria 9	Is the project budget appropriate for the activities described?	Yes		No
	Assessment for Additional Assessment Criteria 10	Is the project location within nominating MP's Electorate?	Yes	Werriwa	No





- Application Summary
- Assessment Summary
- Eligibility Assessment
- Application Assessment
- Project information
- Additional Assessment
- Assessment Outcome
- Administration
- Related

Assessment Outcome + Satisfactory

Assessors Comment + The applicant organisation and project are eligible and align with the Nomination from their local Member of Parliament. No Member of Parliament conflicts of interest have been identified or declared. The project has been recommended for approval.

QA Checked by s 22(1)(a)(ii) on 27/4/21 I have reviewed this eligibility assessment and I agree with the assessor's recommendations, all details have been completed in BGM.

Assessed By + s 22(1)(a)(ii)

Date + 27/04/2021



# Application BSBR000445

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## Application summary

---

**Application ID**

BSBR000445

**Application title**

BSBR - NSW RFSA

**Program name**

Black Summer Bushfire Recovery Grants Program

**Applicant**

NSW RFSA

**Submitted date**

26/09/2021

## Program selection

---

### NSW RFSA

Are you a trustee acting on behalf of a trust?

No

Do you have an ABN?

Yes

### Entity details

What is your ABN?

36154998320

Legal name

NSW RFSA

Business name

NSW RFSA

Date registered

5/01/2012

GST registered

Yes

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes

## Program Selection

What program are you applying for?

Black Summer Bushfire Recovery Grants Program

Component

Black Summer Bushfire Recovery Grants Program

## Eligibility

---

Select which entity type you are.

an incorporated association

Is your project in one or more of the eligible Local Government Areas (LGAs) listed in Appendix A of the grant opportunity guidelines?

Grant opportunity guidelines can be found on [Business.gov.au](https://www.business.gov.au)

Yes

Will your project support the recovery or resilience efforts of communities in eligible Local Government Areas (LGAs) affected by the 2019-20 bushfires?

Yes

Does your project have at least \$20,000 in eligible project expenditure?

Yes

## Applicant address

---

Applicant street address

Is the address located in Australia?

Yes

Address details

s 22(1)(a)(ii)

Applicant postal address

Is the address located in Australia?

Yes

Address details

s 22(1)(a)(ii)

## About your organisation

---

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

### Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

No

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

## Project information

---

### Recovery or Resilience Needs

Identify one or more of the recovery or resilience needs your project aims to support.

You need to select one or more of the kinds of recovery or resilience needs - social recovery and resilience, economic recovery and resilience and/or resilience and recovery of the built environment. See Section 6.1 of the grant opportunity guidelines.

**social recovery and resilience**

Yes

**economic recovery and resilience**

Yes

**recovery and resilience of the built environment**

Yes

### Project Type

Select one or more of the criteria below that best describes/supports your eligible project activities.

See section 6.3.1 of the grant guidelines and Appendix B.

**projects that address an urgent and unmet need resulting directly from the 2019-20 bushfires**

Yes

**enhance the cultural life of the community**

No

**preserve or increase employment**

No

help to mitigate climate-related risk and damage

Yes

address the health impacts of the bushfires

No

benefit of Indigenous people or communities

Yes

protect or promote interstate and overseas trade and commerce

No

be delivered through a relevant communications service

No

undertaken in the Australian Capital Territory

No

run by local councils

No

involve meteorological observations or statistical collection and analysis

Yes

relate to insurance

No

## Project title and description

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- name of the grant recipient
- a project title
- a brief project description and its intended outcome



- amount of grant funding awarded

**Provide a project title.**

Tinonee Preparedness Project

**Provide a brief project description for publication.**

**Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your community.**

This project will enable us to meet a need that was clearly demonstrated in our area during the Black Summer Bushfires 2019/20. The Hillville fire event commenced in November and continued into December 2019.

## **Detailed project description and key activities**

This information will be included in your grant agreement if your application is successful.

**Provide a detailed description of your project including the project scope and key activities.**

Project will involve the addition of an extra room to our Tinonee Fire Station. This will be constructed by a shed maker who has done extensions on other local fire station sheds. The addition will be used as a training room, but have the capability of housing an additional RFS vehicle in the future if needed. The building will complement the existing fire shed and include concrete floor, concrete driveway, roller door and electrical connection.

## **Project outcomes**

This information will be included in your grant agreement if your application is successful.

**Provide a summary of the expected project outcomes.**

The expected outcomes of this project are:

- to provide increased safety to our bush fire prone community
- allow volunteers to more efficiently train existing and future volunteers.
- allow assessment of areas of difficult terrain - we have many roads that are one way in and out, lined by eucalyptus trees
- allow provision of a further vehicle bay in which to store RFS vehicle
- allow us to provide a better area for community assistance during fire emergencies, both for the community and task force teams from other areas

**Project duration**

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your project can start upon execution of the grant agreement, estimated to be from January 2022.

You must complete your project by 31 March 2024.

**Estimated project start date**

01/12/2021

**Estimated project end date**

01/12/2022

**Estimated project length (in months)**

13

**Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be between the project start and end dates. You can add up to 10 milestones.

**Milestone title**

Submission to Council

**Description**

Make submission to MidCoast Council and NSW RFS for approval

**Estimated start date**

01/01/2022

**Estimated end date**

07/02/2022

**Milestone title**

Obtain quotes from Contractors

**Description**

After obtaining quotes choose contractors

**Estimated start date**

24/01/2022

**Estimated end date**

07/02/2022

**Milestone title**

Sign Contracts

**Description**

Ensure contractors can deliver project within the timeframe

**Estimated start date**

01/03/2022

**Estimated end date**

30/11/2022

## Eligible Local Government Areas (LGAs)

You can only undertake project activities in a Local Government Area (LGA) that has been declared as eligible for assistance under the Disaster Recovery Funding Arrangements (DRFA) for the 2019-20 bushfires. Individual projects may include activities that are undertaken in multiple eligible LGAs. Eligible LGAs are listed in Appendix A.

### State

Please select from the list below.

NSW

### LGA's Eligible in NSW

Mid Coast

## Project location

### Project site 1

17 Park St  
TINONEE NSW 2430  
Australia

Estimated % of project value expected to be undertaken at site

100

## Project budget

---

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$20,000.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Please note the below budget limitations:

- Administrative support/overheads (including project management or project co-ordination) (max 10% of the grant)
- Staff training (max 5% of the grant)
- Contingency costs (max 10% of the grant)
- Report on project outcomes (max 5% of the grant)

## Project budget summary

Head of expenditure	Financial year	Total
Equipment/ Materials (purchase or hire)		\$0
Equipment/ Materials (purchase or hire)	2021/22	\$0
Equipment/ Materials (purchase or hire)	2022/23	\$0
Salary		\$0
Salary	2021/22	\$0
Salary	2022/23	\$0
Contracts		\$0
Contracts	2021/22	\$0
Contracts	2022/23	\$0
Infrastructure / Building, including approvals		\$39,485
Infrastructure / Building, including approvals	2021/22	\$3,771
Infrastructure / Building, including approvals	2022/23	\$35,714
Workshops, conferences and events		\$0
Workshops, conferences and events	2021/22	\$0
Workshops, conferences and events	2022/23	\$0
Domestic travel		\$0
Domestic travel	2021/22	\$0
Total project expenditure		\$40,985

Head of expenditure	Financial year	Total
Domestic travel	2022/23	\$0
Administrative support/overheads (including project management or project co-ordination)		\$500
Administrative support/overheads (including project management or project co-ordination)	2021/22	\$500
Administrative support/overheads (including project management or project co-ordination)	2022/23	\$0
Planning, environmental or other regulatory approvals		\$1,000
Planning, environmental or other regulatory approvals	2021/22	\$1,000
Planning, environmental or other regulatory approvals	2022/23	\$0
Staff training		\$0
Staff training	2021/22	\$0
Staff training	2022/23	\$0
Contingency		\$0
Contingency	2021/22	\$0
Contingency	2022/23	\$0
Report on project outcomes		\$0
Report on project outcomes	2021/22	\$0
Total project expenditure		\$40,985

Head of expenditure	Financial year	Total
Report on project outcomes	2022/23	\$0
Other		\$0
Other	2021/22	\$0
Other	2022/23	\$0
Total project expenditure		\$40,985

Financial year	Costs
2021/22	\$5,271
2022/23	\$35,714
Total project expenditure	\$40,985

What is the total project cost including ineligible expenditure not included above?

This is the sum of eligible and non-eligible costs to the project.

\$ 40,985

## Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding should be equal to your total project expenditure in the section above. Sources of funding include

- grant amount sought
- your contribution



- other contributions as allowed in the grant opportunity guidelines.

## Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is \$20,000. The maximum grant amount under this grant opportunity is \$10,000,000.

\$ 40,485

## Your contribution

Enter your organisation name. In the description field, provide additional details. Indicate whether your contribution is sourced from cash flow, loans, equity etc.

### Name of contributor

Tinonee Rural Fire Brigade Members

### Details of contribution

Contribution type	Due date	Amount	Description
Cash		\$0	
In-Kind	1/03/2022	\$500	Volunteer administrative and project management in excess of 50 hours
Total		\$500	

## Other non-government contribution

Enter the organisation name. In the description field, provide additional details.

If you have project partners we will ask you for their details later in the application. You must provide their name and their contribution here.

**Name of contributor**

NSW Rural Fire Service Association

**Details of contribution**

<b>Contribution type</b>	<b>Due date</b>	<b>Amount</b>	<b>Description</b>
Cash		\$0	
In-Kind		\$0	Governance of project and project funds.
Total		\$0	

## Assessment criteria

---

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion, as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

To support your responses you must include mandatory attachments later in the application.

## Assessment criterion 1

How your project will assist in community recovery from the 2019-20 bushfires?

(Score out of 50)

You should demonstrate this by identifying:

- a. how your project addresses the recovery or resilience needs of the community directly related to impacts of the 2019-20 bushfires through the adoption of/or investment in one or more of the following benefit areas:
  - **social recovery and resilience needs** of the local community may include improving community connections and social inclusion through community development activities, cultural events and workshops, protecting local heritage and addressing disadvantage within the community, preserving Aboriginal cultural heritage and supporting Indigenous communities through activities, workshops and events.
  - **economic recovery and resilience needs** of the region may include job creation, new businesses, tourism and supporting local producers and suppliers. Projects must support communities, not just individual businesses or organisations.
  - **recovery and resilience of the built environment needs** may include the improvement or extension of existing infrastructure in a manner that drives economic growth, creates jobs and makes the affected LGA or broader region a more attractive place to live or visit.
- b. how your project complements, builds on and does not duplicate existing or planned 2019-20 bushfire recovery efforts in the community.
- c. the broader benefits that your project will deliver for the region and the community.

This project will meet the needs of the community that was impacted by the 2019-20 bushfires by providing a training room for Tinonee Rural Fire Brigade members to undertake all necessary training in a professional and convenient area rather than in the kitchen and on outside tables. The addition would go on the side of the existing Tinonee Fire Station which played a major part during the Hillville fire as a staging and refreshment area for firefights from RFS and FRNSW over several weeks. At times we had eight tankers lined up to refill with water while we provided welfare for the firefighters. This project will be carried out by local manufacturers who have been hard hit by the fires.

This project will also address a need for an area to carry out community education regarding preparedness for upcoming bushfires, maintaining safe properties and making bushfire plans. Our station is in a central area of Tinonee alongside the local oval used for cricket and soccer, tennis courts and a children's playground. This project will also assist in the recovery and resilience needs of our bushfire affected property holders and residents who are still reeling from the fires followed by a local major flood event. In times of need the RFS station becomes a hub for assistance and we have many talented members from all walks of life.

## Assessment criterion 2

Capacity, capability and resources to deliver the project

(Score out of 50)

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. sound project planning to manage and monitor the project, including scope, implementation methodology, timeframes, budget and risk management planning (including mitigation of health risks associated with the current COVID-19 pandemic).

Tinonee Rural Fire Brigade have previously received a grant approximating the sum requested here. It was successfully managed by our Executive Committee and included several different products and trades. It involved concrete driveways, investigating and purchasing additional equipment to keep our volunteer firefighters safe and make them more efficient. This project was over a period of 18 months and we met our milestones and reports on time. Members have a wide variety of skills as accountancy, tradespeople, sole traders, small business owners, teachers, a computer "guru", a doctor, two nurses, a police officer, some ex military personnel and a retired Inspector of Police. Our retirees are very busy with fires but have the benefit of more time to give. Our membership is currently 60 with the majority operational and active. We also have a group of Bush Fire Support Members who cover areas such as community engagement, catering, internet promotion, visits to schools and assisting in maintenance and truck checks. We also have the advantage of being under the governance of NSW Rural Fire Service Association as well as management of fire shed by Mid Coast Council.

## Project partners

---

If applicable, provide details about all project partners

For details about project partner contributions refer to the grant opportunity guidelines.

### Project partner

#### TINONEE RURAL FIRE BRIGADE

Is the project partner a trustee acting on behalf of a trust?

No

Does the project partner have an ABN?

Yes

### Project partner details

What is the ABN?

89247122531

Legal name

TINONEE RURAL FIRE BRIGADE

Business name

TINONEE RURAL FIRE BRIGADE

Date registered

10/10/2000

GST registered

Yes

Is the project partner registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes

## Project partner street address

Is the address located in Australia?

Yes

### Address details

7 Park St

TINONEE NSW 2430

Australia

## Project partner postal address

Is the address located in Australia?

Yes

### Address details

s 22(1)(a)(ii)

## Project partner contact

Project partner contact: s 22(1)(a)(ii)

Title

s 22(1)(a)(ii)

Given name

s 22(1)(a)(ii)

Family name

s 22(1)(a)(ii)



**Position title**

Tinonee Brigade Secretary

**Email address**

tinoneerfs@outlook.com

**Secondary phone number**

0492 802 129

**Project partner letter of support**

**Project Partner letter of support**

Project Partner letter of support

Tinonee Rural Fire Brigade Constitution.pdf

## Bank Account Details

---

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

### Account Name

NSW RFSA - GENERAL ACCOUNT

### BSB

s 22(1)(a)(ii)

### Account Number

s 22(1)(a)(ii)

## Payment Contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

### Title

s 22(1)  
(a)(ii)

### Given name

s 22(1)(a)(ii)

### Family Name

s 22(1)(a)(ii)

### Position Title

Policy and Governance Manager

### Email address

s 22(1)(a)(ii)

**Phone number**

02 4723 3400

**Mobile Number**

s 22(1)(a)(ii)

## Application finalisation

---

### Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

[Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.](#)

No

### Program feedback

How did you hear about this grant opportunity?

Attendance at public forum

### Additional information

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

#### Project plan

A detailed project plan that includes a risk assessment plan.

Project Plan and Risk Management.docx

#### Project budget

A detailed project budget that identifies costs under each head of expenditure and includes an explanation of how the costs were determined. Include any third party contributions.

3109081311 - TINONEE RFS - SHED EXTENSION - Quote.pdf

**Evidence of community support**

This could include items such as letters of support for your project and testimonials.

Copy of Email from RFSA.docx

**Evidence of landownership or environmental approvals (where applicable)**

Where the proposed project site/s are not owned or managed by you, written consent is required from the property owner and/or property manager that allows for the implementation of the proposed project on each project site.

CORRESPONDENCE RE RFS AND MIDCOAST COUNCIL.docx

**Trust documents**

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust. If your trust deed is too large or you cannot upload your document please contact us via [BSBR@industry.gov.au](mailto:BSBR@industry.gov.au).

## Primary contact

---

### Title

s 22(1)(a)(ii)

### Given name

s 22(1)(a)(ii)

### Family name

s 22(1)(a)(ii)

### Position title

Tinonee Brigade Secretary

### Email address

tinoneerfs@outlook.com

### Primary phone number

s 22(1)(a)(ii)

### Secondary phone number

s 22(1)(a)(ii)

Business postal address of the primary contact

Is the address located in Australia?

Yes

### Address details

s 22(1)(a)(ii)

# Declaration

---

## Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

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I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

**By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.**

Yes

# TINONEE RURAL FIRE BRIGADE STATION EXTENTION

Main Table

Activities' Status

Gantt

+ Add View

Integrate



Automate

New Item

Search

Person

Filter

Sort



## Tinonee Fire Shed Extension

Owner

Subite...

Status

Priority

Timeline

Cost



Hi there! Click here for more information →



1

Working on it

High

Sep 30

Complete Submission BSBFRG



1

Receive Approval



1

Liaise with RFSA re governance



1

Publicise project



7

Jan 24

Subitems		Owner	Status	Date	⊕	
2 Bob	⊕	⊙				
2RE	⊕	⊙				
Facebook	⊕	⊙				
Instagram	⊕	⊙				
Manning River Times	⊕	⊙				
RFS	⊕	⊙				
Community Newsletter	⊕	⊙				
+ Add Subitem						

+ Add						
					Sep 30 - Jan 24	\$0 sum

▼ Planning

Owner ⓘ

Subite...

[Status](#)

Priority

[Timeline](#) ⓘ

Obtain Quote Shed



▼ 2



High

Jan 24 - Feb 7

Subitems

Owner

Status

Date



MidCoast Sheds



Taree Sheds



+ Add Subitem

Obtain Quote Driveway



▼ 2



High

Jan 24 - Feb 7

Subitems

Owner

Status

Date



MidCoast Sheds



Craig Concreter



+ Add Subitem

Monitoring				Owner ⓘ	Subite...	Ⓛ Status	Priority	Ⓛ Timeline ⓘ	Cost
	Organise access to shed for builders	Ⓜ+	Ⓜ	Ⓜ	Ⓜ		Medium	Mar 1 - Apr 30	
	Organise access to shed for concreters	Ⓜ+	Ⓜ	Ⓜ	Ⓜ			Mar 1 - Apr 30	
	Organise access to shed for electrician	Ⓜ+	Ⓜ	Ⓜ	Ⓜ			Mar 1 - Apr 30	
	+ Add								
								Mar 1 - Apr 30	\$0 sum

# **RISK MANAGEMENT PLAN**

## **TINONEE RURAL FIRE BRIGADE STATION EXTENSION**

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## VERSION CONTROL AND APPROVAL

**PROVIDERS NEED TO HAVE A PROCESS FOR REGULAR EXECUTIVE COMMITTEE REVIEW AND APPROVAL OF THE RISK MANAGEMENT PLAN.**

### Document Approval

The original of this Risk Management Plan has been endorsed and approved by the Executive Committee meeting held on:

\_\_\_\_\_  
 Signed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Position \_\_\_\_\_

### Document Information

This document is stored in a hard copy in the following location:

Tinonee Rural Fire Brigade Station Filing Cabinet

And electronically in the following location:

Tinonee Rural Fire Brigade Station Computer Tinonee Shed  
 Tinonee Rural Fire Brigade Secretary's Computer Tinonee 1

### Document Changes and reviews

The author should be advised of any errors, omissions, ambiguities, and requests for change or suggestions for improvement

Changes will need to be approved by the officer with delegated authority for endorsing risk management plans in the document approval section, prior to being incorporated into the next version of this document.

**Table 1**

Version	Author	Date	Description
1	s 22(1)(a)(ii)	13/9/21	Risk Management Plan



## Introduction

### Purpose of the Risk Management Plan

The purpose of the risk management plan is to Tinonee Rural Fire Brigade Executive to identify and record potential risks to this project

The plan also allows mitigation strategies to be developed and tracked.

The document should be updated monthly or as a need arises.

### Embedding the risk management plan

The risks identified are *risks that the organisation's objectives will not be met*. Therefore the risk management plan will refer to, and be reviewed against, the organisation's strategic, operational and business plans and will be reviewed by Executive Committee as necessary

### Audience

This risk management plan is aimed towards the following groups:

Group	Reason
Executive	Governance responsibility
Executive	Operational responsibility
National Recovery and Resilience Agency	Funding body
RFSA	Governance responsibility for funds
NSW RFS	Responsibility for dealing with MidCoast Council
MIDCOAST COUNCIL	Building Owner

### Who was involved? (See Appendix A)

As a not for profit organisation we have limited financial resources. Our primary responsibility is to our members and the general public. As recipients of government funding we also have a responsibility to use our resources wisely. These factors mean that the Executive's attitude to risk is generally cautious. Tinonee Rural Fire Brigade Executive members have been involved in developing this plan. All attempts to minimise risks will be made, recorded and communicated to stakeholders.

## ANALYSE THE RISK

The plan should be reviewed and updated regularly. The register can either be overwritten or the amended page can be added to the existing plan thus showing the changes made over time.

### Reference:

Each entry should be given a reference so that it can be linked to a more detailed report or risk treatment plan (if any)

### Risk:

Brainstorm the possible risks. These could be split into internal and external risks. Once the list has been developed it is suggested that it is reduced to a manageable number – no more than 20 risks.

### Risk likelihood:

Decide the range of risk. In this case 1 = lowest probability, 5 = highest probability

### Risk consequences:

Decide the range. In this case 1 = lowest risk, 5 = highest risk

### Level of risk:

Level of risk could be an addition or a multiplier. In this case it is a multiplier of risk likelihood **times** risk consequence. However anything with a 5 on risk consequence will be monitored.

### Control adequacy:

The current controls used: **OK** – satisfactory, **MON** – monitor, some concerns or! Unsatisfactory – action needed

### Risk status:

Is the risk ☐☐☐ increasing rapidly, ☐☐ ↑↑ increasing, ☐☐↑ decreasing rapidly, ☐☐ ↓↓ decreasing ↓ or = staying the same?

A priority ranking has been given to the key risks taking into account all other factors, including the likelihood and impact of the risk,

## RISK MANAGEMENT REGISTER

Function/activity	GENERAL	Compiled by:	s 22(1)(a)(ii)	Date: 13/09/21	
Reviewed by:	Executive	Date Reviewed	14/09/21	Date of next review:	1/12/21

Refer- ence	The risk – what can happen and how.	Risk likeli- hood	Risk conce- quences	Risk score	Control ade- quacy	Risk status	HA Priority (rank 1 – 20)	Strategies	Responsi- bility
	<b>Funding</b>								
06/01	Delays in receiving funding	2	5	10	OK	-	4	Review planned timetable to ensure that work is spread evenly throughout year/s	Secretary
06/02	Shortfall in funding	3	4	7	OK		7	Record and Monitor spending	Treasurer
	<b>Regulatory Changes</b>								
06/03	Changes to Council regulations	3	2	6	OK		8	Negotiate with RFS and Council	Secretary RFS Officer
	<b>Human Resources</b>								

06/04	Change of membership of Executive Committee	3	2	5	OK		9	Consult with new member of Executive	President
06/05	Change of staff at NSW RFS	4	2	8	OK		5	Consult with new staff members	Secretary
	<b>Plan Management</b>								
06/06	Delays to Project due to Contractor	4	3	12			1	Consult with contractors	Secretary
06/07	Delays to Project due to Bushfires	3	4	12			3	Consult with contractors and RFS	Captain
06/08	Delays to Project due to Flooding /Wet Weather	2	4	08			6	Consult with contractors and SES	Captain
06/09	Delays to Project due to Covid	4	3	12			2	Consult with contractors and Dept of Health	President

## RISK MATRIX

<b>L i k e l i h o o d</b>	<b>5</b> Almost certain					
	<b>4</b> Likely					
	<b>3</b> Moderate					
	<b>2</b> Unlikely					
	<b>1</b> Rare					
		<b>1</b> Insignificant	<b>2</b> Minor	<b>3</b> Moderate	<b>4</b> Major	<b>5</b> Catastrophic
		<b>Impact</b>				

**EVALUATE THE RISKS**

<b>8. Evaluate the risks</b>		
<b>Rating</b>	<b>No</b>	<b>Risk</b>
<b>1</b>		<b>Delays to Project due to Contractor</b>
<b>2</b>		<b>Delays to Project due to Covid</b>
<b>3</b>		<b>Delays to Project due to Bushfires</b>
<b>4</b>		<b>Delays in receiving funding</b>
<b>5</b>		<b>Change of staff at NSW RFS</b>
<b>6</b>		<b>Delays to Project due to Flooding / Wet Weather</b>
<b>7</b>		<b>Shortfall in Funding</b>
<b>8</b>		<b>Changes to Council Regulations</b>
<b>9</b>		<b>Change of members of Executive Committee</b>
<b>10</b>		

**RISK IDENTIFIED AND MANAGEMENT**

Risk of delay has been identified but as project timeframe is over 15 months, delays could be accommodated.

Risk of costs exceeding funds has been identified if delays are significant. This can be offset by using Brigade funds for any shortfall.

**Summary of recommended response**

Proper consultation and negotiation with relevant parties to minimise these risks.

**Action plan**

Consultation and negotiation to achieve project completion in a timely manner  
Time and labour as necessary by Brigade Members

**Responsibility**

Secretary

**Timing**

As necessary after discussion with Executive

**Reporting and monitoring required**

The treatment plan is to be monitored on a monthly basis by the Executive Committee and reported to Brigade members.

**APPENDIX A - Interviews**

The following people were interviewed during the course of developing this risk management plan:

Name	Role	Organisation/Department
s 22(1)(a)(ii)	Secretary	Tinonee Rural Fire Brigade
s 22(1)(a)(ii)	President	Tinonee Rural Fire Brigade
s 22(1)(a)(ii)	Treasurer	Tinonee Rural Fire Brigade

**REFERENCES:**

STANDARDS AUSTRALIA – RISK MANAGEMENT GUIDELINES HB 436:2004  
STANDARDS AUSTRALIA – RISK MANAGEMENT AS / NZS 4360:2004





# Structural Buildings Australia Quote #3109081311

147A Manning River Drive, Taree NSW 2430

ABN: 26 334 580 211

Ph: 02 6551 4473

## Quote Details

Quote No: 3109081311 Date: 08 Sep 2021 Valid to: 08 Sep 2021 Sales Person: s 22(1)(a)(ii)  
Reference No: EXTENSION TO EXISTING SHED

## Customer

Customer: TINONEE RFS: s 22(1)(a)(ii) Phone: (H): s 22(1)(a)(ii)  
Customer Address: TINONEE RFS Email: s 22(1)(a)(ii)  
TINONEE NSW, 2430 Site Address: TINONEE RFS  
Council: TINONEE NSW, 2430

## Cladding

Wall Sheets: Hi-Wall 0.42 BMT 'UNICOTE' Barge: Barge Flashing  
Roof Sheets: Hi-Deck 0.42 BMT 'UNICOTE' Gutter: Fascia Gutter Slotted PVC DP

## Shed Design

Design: Skillion Roof Shed - N3  
Building Class: 10A Domestic: Non-Isolated Shed or Carport  
Dimensions: 6.000m wide x 8.000m long x 2.775 high  
Floor Area: 48.0 m<sup>2</sup>  
Roof Pitch: 5.0 °

## Colours

Roof Sheets To be Advised Wall Sheets To be Advised  
Barge To be Advised Flashing To be Advised  
Gutter To be Advised Window Primrose  
Roller Door To be Advised

## Inclusions

1 RD 2.400 H x 3.600 W 2 Win-B-Screens 0.700 H x 1.496 W  
Delivery New South Wales/ACT Coloured Wall Screws  
Coloured Roof Screws Corner Flashings  
Vermin Flashing Cast-in Bolts  
Permastop Light Duty 55

## Quote Price

Kit Price	\$11,534.02
Extras	
125MM THICK X 48SQM CONCRETE SHED SLAB	\$8,016.00
125MM THICK X 63SQM CONCRETE DRIVEWAY SLAB	\$9,546.00
CONSTRUCTION (TO LOCK UP STAGE ONLY)	\$5,190.31
Total - Ex Gst	\$34,286.33
Gst	\$3,428.63
Total - Inc Gst	\$37,714.96
Deposit Required	\$3,771.50

## Notes

PRICE INCLUDES:  
- SITE SPECIFIC BUILDING DESIGN, ENGINEERING AND CERTIFICATION.  
- SITE PREPARATION AND EARTHWORKS (EXCESS SPOIL TO REMAIN ON SITE).  
- 1 X 920mm WIDE STANDARD PA DOOR (SINGLE SKIN).  
- PERMASTOP LD R1.3 55MM INSULATION AND SAFEY WIRE TO ROOF AREA.  
- FOAMCELL SHED LINER INSULATION TO WALLS.  
- ALL REQUIRED LIFTING AND ACCESS EQUIPMENT TO COMPLETE CONSTRUCTION.  
- CONCRETE PUMP.  
PRICE DOES NOT INCLUDE:  
- COUNCIL APPROVAL, COUNCIL FEES, REPORTS, SURVEYS OR SERVICE LOCATION.  
- TEMPORARY SITE FENCING, SERVICES OR AMENITIES.  
- REMOVAL OF EXCESS SPOIL FROM SITE.  
- INTERNAL FIT OUT, PC ITEMS OR SERVICE INSTALLATION / CONNECTION.

## Purchase

- DUE TO THE CURRENT VOLATILITY IN THE AUSTRALIAN STEEL MARKET,  
ALL QUOTES AND PRICING WILL BE REVISED UPON ISSUE OF CONTRACT  
AND LEAD TIMES HAVE BEEN EXTENDED DUE TO STEEL SUPPLY ISSUES.  
- THIS PROJECT IS SUBJECT TO ENGINEERING AND PROGRESS PAYMENTS

Date of Order.....

Client to sign here.....

**Copy of Email from RFSA****From:** s 22(1)(a)(ii)**To:** s 22(1)(a)(ii)**Subject:** Grant support

Hi s 22(1)(a)(ii)

This email is to confirm that NSW RFSA is able to support the Tinonee Rural Fire Brigade by acting as a sponsor organisation to allow the Brigade to receive grants. In doing so, NSW RFSA will receive the funds for any grant you are successful in obtaining, and will pay invoices (approved by you) for the supply of items relevant to the grant. This allows us to ensure that the funds are spent in accordance with the requirement/s of the grant. Should the grant require any co-funding contribution by the applicant this must be provided by the Brigade, and will not be provided by NSW RFSA in the absence of a previous approval by our Board for same.

I attach a copy of our most recent audited financial statements, which are also available to the public through the ACNC website, should these be required for the application.

If you require contact or banking details as part of the application, please use the below:

Name: NSW RFSA

ABN: 36 154 998 320

Address: 1/69 York Rd, Jamisontown NSW 2750

Contact: s 22(1)(a)(ii)

Email: s 22(1)(a)(ii)

Phone: 02 4723 3400

Account name: NSW RFSA – General Account

BSB: s 22(1)(a)(ii)

Account number: s 22(1)(a)(ii)

Please provide a copy of the completed grant application by return email, so we can be prepared in the event of any queries that arise in the course of the application's assessment.

If you have any questions, or require anything further, please don't hesitate to contact me.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

**Policy & Governance Manager**

**NSW Rural Fire Service Association**

Phone: (02) 4723 3400

Mob:

## CORRESPONDENCE RE RFS AND MIDCOAST COUNCIL

**From:** s 22(1)(a)(ii)**Sent:** Wednesday, 15 September 2021 10:36 AM**To:** Tinonee RFS <tinoneerfs@outlook.com>**Subject:** RE: Proposed extensions to Tinonee Rural Fire Brigade shed

Good Morning s 22(1)(a)(ii)

Just acknowledging receipt of your email.

Have already sent it onto s 22(1)(a)(ii) who is the Acting District Manager and s 22(1)(a)(ii) who is the Local Emergency Management Officer and looks after our stations.

Regards

s 22(1)(a)(ii) | District Assistant | Mid Coast District  
**NSW RURAL FIRE SERVICE**  
 28 Muldoon Street Taree NSW 2430 PO Box 327 Taree NSW 2430  
**P**s 22(1)(a)(ii) **M**s 22(1)(a)(ii) **E**s 22(1)(a)(ii)  
[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) | [www.facebook.com/nswrfs](https://www.facebook.com/nswrfs) | [www.twitter.com/nswrfs](https://www.twitter.com/nswrfs)  
**PREPARE. ACT. SURVIVE.**

**From:** Tinonee RFS <tinoneerfs@outlook.com>**Sent:** Wednesday, 15 September 2021 10:30 AM**To:** s 22(1)(a)(ii)**Subject:** Proposed extensions to Tinonee Rural Fire Brigade shed

Good afternoon s 22(1)(a)(ii)

Could you please seek permission for us to put a submission into the Black Summer Bushfire Recovery Grants Program to obtain funds to put a training room/extra bay onto the existing shed. It would take up the room that currently has a shipping container on it. All previous improvements to the shed have been done at no cost to the MidCoast Council as funds were obtained through grants., e.g. concreting, driveways, lining of shed, etc.

We are no longer able to apply for grants as a rural fire brigade alone, but are now having governance through Rural Fire Service Association of any funds received.

This grant application does not need specific construction details but for a price we have a quote from MidCoast Sheds and are getting another one from Stable Sheds.

The dimensions are roughly the same as Wherrol Flat's proposed addition, an add on with roller door at front and wheelchair sized door opening into existing shed.

What other info do you need.? We have 60 members, a community engagement team, training team and executive. As you know we do a lot of call outs over a wide range. We would like the area to be a training room, but able to hold a vehicle if we ever get another one. It would be used for training, storage, community education, etc.

s 22(1)(a)(ii)

for Tinonee Rural Fire Brigade



## NSW RURAL FIRE SERVICE

### Brigade Constitution (2018)

#### 1 NAME

- 1.1 The name of the rural fire brigade is the Tinonee Rural Fire Brigade. It is referred to in this constitution as "the Brigade".

#### 2 DEFINITIONS

- 2.1 The following words and expressions have the meanings set out below:
- a. **Act:** the *Rural Fires Act 1997*;
  - b. **AGM:** the annual general meeting of the Brigade held in accordance with clause 6.1;
  - c. **appropriate disciplinary authority:** the appropriate disciplinary authority defined by clause 3 of the *Rural Fire Regulation 2013*;
  - d. **bank:** any Authorised Deposit-taking Institution authorised under the *Banking Act 1959* (Cth);
  - e. **brigade account:** any account operated or maintained in the name of or on behalf of the Brigade;
  - f. **Brigade Management Handbook:** the Brigade Management Handbook referred to in [Service Standard 2.1.2 Brigade Constitution](#);
  - g. **brigade register:** the register of members of the Brigade kept in accordance with section 20(1) of the Act;
  - h. **brigade rule:** a brigade rule made in accordance with clause 12;
  - i. **brigade standing order:** an order relating to the day to day management and operation of a Brigade and made in accordance with clause 13;
  - j. **captain:** the member elected as captain in accordance with clause 7.14(a);
  - k. **Constitution:** the constitution prescribed in [Service Standard 2.1.2 Brigade Constitution](#);
  - l. **deductible gift recipient:** a fund, authority or institution to which gifts are income tax deductible under applicable Commonwealth income tax law, including Division 30 of the *Income Tax Assessment Act 1997*;
  - m. **deputy captain(s):** the person or persons elected as deputy captains in accordance with clause 7.14(c);
  - n. **district manager:** the manager of the rural fire district, zone or team in which the Brigade is located;
  - o. **general meeting:** a meeting of the Brigade held in accordance with clauses 6.13 – 6.21;
  - p. **gift:** anything or monies voluntarily given to the Brigade without compensation;
  - q. **member:** a member of the Brigade;
  - r. **MyRFS:** the volunteer extranet;
  - s. **NSW RFS:** the NSW Rural Fire Service;

- t. **president:** the member elected as president in accordance with clause 7.21(a);
- u. **Public Fund:** a fund established and maintained in accordance with clause 10;
- v. **Regulation:** the Regulations made under the Act;
- w. **secretary:** the member elected as secretary in accordance with clause 7.21(b);
- x. **senior deputy captain:** the member elected as senior deputy captain in accordance with clause 7.14 (b);
- y. **Service Standards:** the Service Standards issued by the Commissioner pursuant to section 13 of the Act; and
- z. **treasurer:** the member elected as treasurer in accordance with clause 7.21(c).

### 3 COMMENCEMENT

- 3.1 This constitution replaces any previous constitution and takes effect on the date specified as the commencement date in [Service Standard 2.1.2 Brigade Constitution](#).

### 4 AIMS

- 4.1 The Brigade is a component of the NSW RFS and is established pursuant to section 15 of the Act.
- 4.2 The aims of the Brigade are to:
- a. exercise the functions conferred on the NSW RFS by section 9(1)(a) and 9(1)(b) of the Act in accordance with any directions of the Commissioner and the Service Standards;
  - b. exercise any other functions conferred on it by the Commissioner or the Service Standards; and
  - c. to do anything necessary for, or incidental to, the exercise of those functions.

### 5 MEMBERSHIP

- 5.1 The persons who are listed on the brigade register are the members of the Brigade.

#### Joining the Brigade

- 5.2 A person who wants to join the Brigade must follow the procedure set out in [Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member \(including Transfer Applications\)](#).

#### Member Classification

- 5.3 Members are classified as:
- a. probationary;
  - b. ordinary;
  - c. associate; or
  - d. junior.

#### Probationary members

- 5.4 A probationary member is a person:
- a. whose application for membership has been accepted by the NSW RFS for processing in accordance with [Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member \(including Transfer Applications\)](#); and
  - b. who has not yet been accepted as an ordinary or associate member by the Brigade.
- 5.5 A probationary member who has achieved the minimum level of competency set by [Service Standard 6.1.2 Qualifications for NSW RFS Members](#) and [Service Standard 1.2.1 NSW RFS](#)

[Ranking and Rank Insignia](#) may be appointed as a field officer.

- 5.6 A probationary member may be elected as an administrative officer.
- 5.7 A probationary member must not vote at any meeting or vote in any election unless they have been appointed as a field officer or elected as an administrative officer in which case they must also be counted in determining quorum if they are present at any AGM, general or executive meeting.
- 5.8 In calculating a person's period of probationary service, any period of junior membership in the Brigade must be counted as part of the probationary period.

### Ordinary members

- 5.9 An ordinary member is a person who has:
  - a. satisfactorily completed a probationary period of at least six months;
  - b. complied with any conditions of membership imposed by the NSW RFS;
  - c. achieved the minimum level of competency set by [Service Standard 6.1.2 Qualifications for NSW RFS Members](#); and
  - d. been accepted as an ordinary member at the AGM or a general meeting.
- 5.10 An associate member of the Brigade who wishes to convert their membership classification to ordinary member may do so provided they have:
  - a. achieved the minimum level of competency set by [Service Standard 6.1.2 Qualifications for NSW RFS Members](#); and
  - b. been accepted as an ordinary member at the AGM or a general meeting.

### Associate members

- 5.11 An associate member is a person who has:
  - a. satisfactorily completed a probationary period of at least six months;
  - b. complied with any conditions of membership imposed by the NSW RFS;
  - c. achieved the appropriate minimum level of competency set by [Service Standard 6.1.2 Qualifications for NSW RFS Members](#); and
  - d. been accepted as an associate member at an AGM or a general meeting.
- 5.12 An ordinary member of the Brigade who wishes to convert their membership classification to associate member may do so provided they have:
  - a. achieved the minimum level of competency set by [Service Standard 6.1.2 Qualifications for NSW RFS Members](#) for the role which they will undertake; and
  - b. been accepted as an associate member at an AGM or a general meeting.
- 5.13 The categories of associate members are established in accordance with the provisions of the Brigade Management Handbook.
- 5.14 An associate member may attend and speak at any AGM and any general meeting.
- 5.15 An associate member must not:
  - a. be elected as a field or administrative officer; or
  - b. vote at any meeting or in any election.

## Junior members

- 5.16** A junior member is a person:
- who is aged not less than 12 and not more than 18 years;
  - who is not an ordinary or associate member of the Brigade;
  - whose application for membership of the Brigade has been accepted in accordance with the provisions of [Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member \(including Transfer Applications\)](#); and
  - whose application has been accepted by the Brigade.
- 5.17** A junior member who has achieved the minimum level of competency set by [Service Standard 6.1.2 Qualifications for NSW RFS Members](#) may take part in brigade activities in accordance with [Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities](#).
- 5.18** A junior member may attend and speak at the AGM and any general meeting.
- 5.19** A junior member must not:
- be appointed as a field officer;
  - be elected as an administrative officer other than as a junior leader;
  - vote at any meeting or in any election other than an election for a junior leader position; or
  - be counted for the purpose of any quorum.

## Acceptance of new member if Brigade fails to meet

- 5.20** If, at the end of a period of 12 months from the date on which a person completed his or her probationary period of six months, the Brigade has not held an AGM or general meeting the captain and district manager may agree to accept the person as an ordinary or associate member of the Brigade.

## Life membership of the Brigade

- 5.21** The Brigade may appoint a member, who has given meritorious service to the Brigade, as a life member of the Brigade provided that not less than 75% of the ordinary members who are at the meeting vote in favour of the motion.
- 5.22** The Brigade may make a brigade rule specifying the criteria for the appointment of a member as a life member.
- 5.23** A person who has been appointed as a life member may attend and speak at the AGM and any general meeting.
- 5.24** Unless the person who has been appointed as a life member is also an ordinary member of the Brigade that member must not:
- vote in any election or at any meeting;
  - be counted for the purpose of determining a quorum; or
  - be elected as a field or administrative officer.
- 5.25** The granting of life membership to a member of the Brigade is in recognition of that person's meritorious service and does not, in itself, constitute membership of the NSW RFS.
- 5.26** Where the Brigade has been created as a result of a merger of two or more rural fire brigades, the Brigade may make a brigade rule transferring any previous life memberships to the Brigade.
- 5.27** A person's life membership may be revoked by the Brigade if:
- each member is sent a notice by a method specified in clause 11.1 at least 21 days before the meeting stating:
    - that a motion to revoke the person's life membership will be considered at the meeting; and



- (ii) the date, time and place of the meeting;
- b. the person is allowed to attend and address the meeting if they wish to do so; and
- c. not less than 75% of the ordinary members who are at the meeting vote in favour of the motion.

### Termination of membership

- 5.28** A member ceases to be a member of the Brigade if their name is removed from the brigade register in accordance with [Service Standard 1.1.21 Stand Down / Removal from Membership & Notification of Criminal Charge and Convictions](#).
- 5.29** The Brigade may pass a motion at a general meeting asking the district manager to remove a member's name from the brigade register in accordance with [Service Standard 1.1.21 Stand Down / Removal from Membership and Notification of Criminal Charge and Convictions](#) if:
- a. each member is sent a notice by a method specified in clause 11.1 at least 21 days before the meeting stating:
    - (i) that a motion to ask the district manager to remove the member's name from the brigade register will be considered at the meeting;
    - (ii) the date, time and place of the meeting; and
    - (iii) that, if the motion is carried by the required majority and the district manager subsequently agrees to remove the member's name from the brigade register, the person will cease to be a member of the Brigade;
  - b. the member is allowed to attend and address the meeting if they wish to do so; and
  - c. not less than 75% of the ordinary members who are at the meeting vote in favour of the motion.

### Dual membership

- 5.30** A member may be:
- a. a member; and
  - b. appointed as a field officer; and
  - c. appointed as an administrative officer
- of more than one rural fire brigade provided that they comply with the dual membership requirements specified in [Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member \(including Transfer Applications\)](#).

## 6 MEETINGS OF MEMBERS

### Annual general meeting of the Brigade

- 6.1** The Brigade must hold an AGM each year.
- 6.2** The AGM must be held by the date set jointly by the captain or president and the district manager.
- 6.3** The secretary must advise each member of the:
- a. date;
  - b. time;
  - c. place; and
  - d. agenda
- of the AGM by a method specified in clause 11.1 at least 21 days before the meeting.
- 6.4** Provided notice has been given of the AGM in accordance with clauses 6.3 and 11.1, the failure

on the part of any member to receive such notice will not affect the validity of the AGM or the decisions made at that meeting.

- 6.5** The quorum for the AGM is 15% of the ordinary members calculated at the time of the meeting unless that percentage is increased by a brigade rule.
- 6.6** In calculating the quorum for the AGM, only ordinary members who are at the meeting can be counted unless clause 5.7 applies.
- 6.7** A member who attends a meeting by a method authorised by clause 6.26 is deemed to be at the meeting for the purposes of this constitution, including determining if there is a quorum present.
- 6.8** If a Brigade AGM fails to achieve a quorum:
  - a. the meeting must be adjourned;
  - b. a new meeting date must be set by the captain or president and district manager; and
  - c. all members must then be notified of the new date by a method specified in clause 11.1 at least seven days before the meeting.
- 6.9** If the second meeting fails to achieve a quorum, the AGM must be adjourned and the matter referred to the district manager.
- 6.10** At the AGM the members must:
  - a. be given a report of the Brigade's activities during the previous 12 months by the captain;
  - b. be given:
    - (i) a statement of the Brigade's accounts and report by the treasurer as specified in the Brigade Management Handbook; and
    - (ii) the auditor's report
 for the year;
  - c. be given a report by any other administrative officers who are required to provide a report to the AGM by a brigade rule;
  - d. if their term of office has expired, elect the field officers for the ensuing term as required by clause 7.14;
  - e. if their term of office has expired, elect the administrative officers for the ensuing term as required by clause 7.21;
  - f. appoint an auditor for the coming year;
  - g. decide whether to set an annual subscription from the members in accordance with clause 9.4; and
  - h. deal with any other business, which was included in the AGM notice given to the members.
- 6.11** The use of proxies is limited to the election of field and administrative officers in accordance with clause 7.6.

### **General meetings of the Brigade**

- 6.12** The president or secretary may call a general meeting of the Brigade at any time.
- 6.13** The secretary must call a general meeting of the Brigade within 21 days after being asked to do so by at least five ordinary members.
- 6.14** The secretary or another member authorised by the president must advise each member of the:
  - a. date;
  - b. time;
  - c. place; and

d. agenda

of any general meeting in writing by a method specified in clause 11.1 at least seven days before the meeting.

- 6.15** Provided notice has been given of a general meeting in accordance with clauses 6.15 and 11.1, the failure on the part of any member to receive such notice will not affect the validity of any meeting of members or the decisions made at that meeting.
- 6.16** The agenda for every general meeting must include, in addition to any other items of business, the items specified in the Brigade Management Handbook.
- 6.17** The quorum for a general meeting is 15% of the ordinary members calculated at the time of the meeting unless that percentage is increased by a brigade rule.
- 6.18** In calculating the quorum, only ordinary members who are at the meeting can be counted unless clause 5.7 applies.
- 6.19** A member who attends a meeting by a method authorised by clause 6.26 is deemed to be at the meeting for the purposes of this constitution, including determining if there is a quorum present.
- 6.20** If a Brigade general meeting fails to achieve a quorum:
- the meeting must be adjourned;
  - a new meeting date must be set by the president or secretary; and
  - all members must then be notified of the new date by a method specified in clause 11.1 at least seven days before the meeting.
- 6.21** If the second meeting fails to achieve a quorum the ordinary members who are present at the meeting may continue the meeting however any decision that is made at that meeting will have no effect unless and until confirmed by the district manager.

#### **Chairing a meeting of the Brigade or executive committee**

- 6.22** Unless he or she is absent or does not wish to chair the meeting, the president chairs all meetings of the Brigade and the executive committee.
- 6.23** If the president is not at the meeting or if he or she does not want to chair the meeting, the ordinary members who are at the meeting must elect a person who is at the meeting to chair the meeting.
- 6.24** The person who is chairing a meeting may:
- vote on any motion; and
  - if the vote is tied, vote a second time to decide the tied vote,
- provided that, if the person who is chairing the meeting is not a member of the Brigade, they may only vote to decide tied vote and not on the motion.
- 6.25** Clause 6.24(b) does not apply if there is a tied vote in an election.

#### **Use of Technology**

- 6.26** A member may attend and participate in any meeting of the Brigade or the executive committee using:
- telephone;
  - video; or
  - any other technology or combination of technologies,
- provided that every person participating in the meeting can hear what is said by every other person participating in the meeting.

## Minutes of meetings and other brigade records

- 6.27 The minutes of the AGMs, general meetings and executive committee meetings must be kept in a manner specified in the Brigade Management Handbook.
- 6.28 The minutes of the meetings must include the items specified in the Brigade Management Handbook.
- 6.29 The minutes of the meetings, copies of correspondence and other brigade records must be stored in accordance with the provisions of the Brigade Management Handbook.
- 6.30 Any member of the Brigade and the district manager may inspect and take copies of the minutes of the AGM, general meetings or executive committee meetings or other brigade record upon reasonable notice to the secretary, president or treasurer.

## 7 OFFICE BEARERS

### Election of field and administrative officers

#### *General provisions in relation to the nomination and election of officers*

- 7.1 Field and administrative officers hold office for one year unless the Brigade has made a brigade rule increasing the term of office for a specified period not exceeding three years.
- 7.2 Nominations for the election of field and administrative officers:
  - a. may be made at the meeting at which the election will be held provided that, if the nominee is not at the meeting, he or she has agreed to accept the nomination; or
  - b. the Brigade may make a brigade rule specifying the procedure for nominations for the election of field and administrative officers.
- 7.3 A member who is qualified for election may be nominated and elected as both a field and administrative officer.
- 7.4 Voting in an election must be conducted using the 'first past the post' method unless a brigade rule is made to use one of the voting methods outlined in the Brigade Management Handbook.
- 7.5 Elections must be conducted by secret ballot unless the Brigade has made a brigade rule to allow the election to be conducted by an open ballot.
- 7.6 A member who is unable to attend the AGM may appoint another ordinary member to vote on their behalf by advising the secretary or returning officer of the name of that other member in writing before the meeting starts.
- 7.7 Clause 7.6 is limited to the election of field and administrative officers only.
- 7.8 A member may not vote on behalf of more than two other members.
- 7.9 If two or more candidates receive the same number of votes in an election there must be a second ballot in which only those persons who received the same number of votes are the only candidates.
- 7.10 The second ballot must be a secret ballot regardless of whether or not the Brigade has made a brigade rule to allow for elections to be conducted by open ballot.
- 7.11 If two or more candidates receive the same number of votes in the second ballot the election must be decided by placing the names of those candidates who received the same number of votes in a container and the name drawn first is the person elected.
- 7.12 The secretary must inform the district manager in writing of the names of the members elected as field and administrative officers within seven days of the AGM or any other election.
- 7.13 If there is a dispute in relation to a member's eligibility to vote in an election the issue must be determined by the district manager.

**Field Officers**

- 7.14** At the AGM the members must elect the following field officers when the term of that officer has expired:
- a. captain;
  - b. senior deputy captain; and
  - c. as many deputy captains as the Brigade decides at the AGM or the most recent general meeting.
- 7.15** A member is not eligible for nomination or election as a field officer unless he or she has achieved the minimum level of competency and/or other criteria set by the district manager in accordance with [Service Standard 2.1.4 Appointment of Field and Group Officers](#).
- 7.16** Every ordinary member is entitled to vote in the election of field officers unless the Brigade has made a brigade rule establishing specific criteria for entitlement to vote in the election of field officers.
- 7.17** The order of seniority of the deputy captains will be determined by the order in which they are elected unless the Brigade has made a brigade rule to determine the order of seniority of the deputy captains.
- 7.18** If the Brigade does not determine the order of seniority of the deputy captains in accordance with clause 7.17 their seniority must be determined by the district manager in consultation with the captain.
- 7.19** Field officers elected by the Brigade take office when they are appointed by the district manager in accordance with the provisions of the Act.
- 7.20** The district manager may revoke or suspend the appointment of a person as a field officer in accordance with the provisions of [Service Standard 2.1.4 Appointment of Field and Group Officers](#).

**Administrative officers**

- 7.21** At the AGM the members must elect the following administrative officers when the term of that officer has expired:
- a. president;
  - b. secretary;
  - c. treasurer;
  - d. any additional administrative officer positions established under clause 7.22; and
  - e. junior coordinator if the Brigade has any junior members.
- 7.22** The Brigade may make a brigade rule establishing additional administrative officer positions.
- 7.23** A member who is qualified for election may be nominated and elected as both secretary and treasurer.
- 7.24** Every ordinary member is entitled to vote in the election of administrative officers unless the Brigade has made a brigade rule establishing specific criteria for entitlement to vote in the election of administrative officers.
- 7.25** Administrative officers take office at the conclusion of the meeting at which they are elected.

## Vacant positions

**7.26** A field or administrative officer position becomes vacant if:

- a. the person dies;
- b. the person resigns from the position;
- c. the person ceases to be a member of the NSW RFS;
- d. the person ceases to be a member of the Brigade;
- e. the appropriate disciplinary authority suspends the person from membership of the Brigade;
- f. the person is stood down in accordance with [Service Standard 1.1.21 Stand Down/Removal from Membership and Notification of Criminal Charges and Convictions](#);
- g. in the case of an administrative officer, the person is removed from that position in accordance with clause 7.27; or
- h. in the case of a field officer:
  - (i) the regional manager:
    - A. demotes the person;
    - B. disqualifies the person from holding rank in the Brigade; or
    - C. revokes or suspends the person's appointment as an officer;
 following a recommendation from the appropriate disciplinary authority;
  - (ii) the district manager revokes or suspends the person's appointment as an officer in accordance with the [Service Standard 2.1.4 Appointment of Field and Group Officers](#); or
  - (iii) the person is removed from the position in accordance with clause 7.27.

**7.27** A field or administrative officer may be removed from his or her position if:

- a. each member is sent a notice by a method specified in clause 11.1 at least 21 days before the meeting stating:
  - (i) that a motion to remove the person from the position will be considered at a general meeting;
  - (ii) the wording of the motion; and
  - (iii) the date, time and place of that meeting;
- b. the person is allowed to attend and address the meeting if they wish to do so;
- c. not less than 75% of the members who are at the meeting and are eligible to vote on the motion vote in favour of the motion; and
- d. if the position is a field officer, the district manager subsequently revokes the person's appointment as a field officer.

**7.28** Only members who are entitled to vote in an election for field or administrative officers may vote on a motion to remove a field or administrative officer respectively from office.

**7.29** In the event of a vacancy, the Brigade must decide as soon as possible whether:

- a. an election will be held to fill the vacancy; or
- b. the position should be left vacant until the next AGM.

**7.30** If the Brigade decides that the position should be left vacant until the next AGM and:

- a. the vacancy is for a field officer, each of the remaining field officers will 'step up' to fill the vacant position; or
- b. if the vacancy is for an administrative officer, the Brigade must decide who will carry out the duties of that position until it is filled.

**7.31** If a field officer's position becomes vacant and the Brigade is unwilling or unable to elect another person to that position, the district manager may appoint a suitably qualified member of the NSW RFS to fill that position until the next AGM or for a shorter period.

**7.32** If the Brigade decides to hold an election to fill a vacancy:

- a. the election must take place at the AGM or a general meeting of the Brigade; and
- b. the president, secretary or other person authorised by the president must advise each member of the:
  - (i) date;
  - (ii) time;
  - (iii) place;

at which the meeting will be held and that an election will be held to fill the vacancy, by a method specified in clause 11.1 at least 21 days prior to the meeting.

### **Failure to elect officers**

**7.33** If the Brigade fails to hold an AGM or fails to elect any or sufficient field or administrative officers such that the Brigade is, in the opinion of the district manager, unable to function safely and efficiently, the district manager may appoint one or more suitably qualified members of the NSW RFS to the vacant positions to hold office until the Brigade elects a member to the position or their appointment is revoked by the district manager.

## **8 EXECUTIVE COMMITTEE**

### **Members of the executive committee**

**8.1** The members of the executive committee are:

- a. the administrative officers referred to in clauses 7.21(a) to 7.21(c);
- b. the captain; and
- c. any other members appointed or elected pursuant to clause 8.2.

**8.2** The Brigade may make a brigade rule increasing the membership of the executive committee to include other administrative officers, other field officers or other ordinary members who are not officers.

### **Function of the executive committee**

**8.3** The executive committee manages the Brigade other than in relation to operational activities.

**8.4** The executive committee must manage the Brigade in accordance with any directions or conditions adopted by majority resolution at the AGM or a general meeting.

### **Executive committee meetings**

**8.5** The executive committee must meet as often as needed.

**8.6** The president or secretary may call an executive committee meeting at any time.

**8.7** The secretary or another member authorised by the president must advise each member of the executive committee of the:

- a. date;
- b. time;
- c. place; and
- d. agenda

of any executive meeting by a method specified in clause 11.1 at least seven days before the meeting.



- 8.8** The quorum for an executive committee meeting is three members or 25% of the executive committee, calculated at the time of the meeting, whichever is the greater unless that percentage is increased by a brigade rule.
- 8.9** In calculating the quorum, only members of the executive committee who are at the meeting can be counted.
- 8.10** A member who attends a meeting by a method authorised by clause 6.26 is deemed to be at the meeting for the purposes of this constitution, including determining if there is a quorum present.
- 8.11** Minutes of each executive committee meeting must be presented to the AGM or next general meeting whichever is held first after the executive committee meeting.
- 8.12** The executive committee may remove a reference to any confidential discussion or decision in the copy of its minutes that is presented to the AGM, a general meeting or published.

## **9 FINANCE**

### **Not for profit**

- 9.1** The assets and income of the Brigade may only be used to carry out its aims and no part may be distributed directly or indirectly to the members except as bona fide compensation for:
- expenses incurred on behalf of the Brigade; or
  - services rendered to the Brigade.

### **Social account**

- 9.2** Notwithstanding clause 9.1, the Brigade may maintain a separate social account for the deposit and expenditure of monies contributed for the sole purpose of:
- conducting social events for members, their families and friends; or
  - the welfare of members.
- 9.3** General brigade funds or monies donated to the Brigade to assist it in carrying out its aims must not be deposited to the social account or used for conducting social events.

### **Annual subscription**

- 9.4** The Brigade must decide at the AGM if it will collect an annual subscription from members and the amount of any annual subscription.
- 9.5** Any annual subscription is due 30 days after the AGM.
- 9.6** A life member is not required to pay any annual subscription that he or she would otherwise be required to pay to the Brigade.

### **Management of brigade funds**

- 9.7** All monies received by the Brigade must be deposited into an account in the Brigade's name, that has been established at a bank, as soon as practicable after their receipt.
- 9.8** All brigade expenditure must be authorised by a resolution of the AGM or a general meeting of the Brigade.
- 9.9** The Brigade may adopt a resolution at the AGM or a general meeting of the Brigade authorising the executive committee to approve Brigade expenditure subject to any conditions or limits set out in the resolution provided that all such expenditure is subsequently reported to a Brigade AGM or general meeting.
- 9.10** All cheques or other authorities to pay monies out of the Brigade's accounts, including any electronic payments or transfers, must be signed or otherwise authorised by:
- any two of the treasurer, president, captain and secretary; or
  - at least two administrative or field officers in accordance with a brigade rule.



- 9.11** All Brigade fundraising activities must comply with any relevant Service Standard including [Service Standard 1.1.16 Fundraising Activities \(Provisions of Goods and Services\)](#).

### **Brigade financial year**

- 9.12** The Brigade's financial year is 1 April to the next 31 March.

### **Auditor**

- 9.13** The Brigade must appoint an auditor at the AGM.

- 9.14** The auditor must:

- a. not be a member of the Brigade; and
- b. have the qualifications specified in the Brigade Management Handbook.

- 9.15** The auditor must conduct an audit of the Brigade's financial records at the end of each financial year as specified in the Brigade Management Handbook and provide a written report to the treasurer to be provided to the members at the AGM.

- 9.16** A copy of the statement of the Brigade's accounts, report by the treasurer, and auditor's report presented to the AGM must be sent to the district manager within seven days of the AGM.

- 9.17** In the event that the Brigade fails to provide an audited set of accounts, to the AGM as required by clause 9.15 or to the district manager as required by clause 9.16 the district manager must:

- a. appoint an auditor for the Brigade
- b. direct the Brigade to make available all records to that auditor so that they may conduct an audit;
- c. if appropriate charge the cost of that audit to the Brigade; and
- d. call a meeting of the Brigade to present the audited financial statements.

## **10 PUBLIC FUND**

**Note – these provisions only apply if the Brigade wishes to accept tax deductible donations in its own right.**

- 10.1** Clause 10 only applies if the Brigade establishes a Public Fund for the purposes set out in clauses 10.3 and 10.4.

- 10.2** The Brigade may establish a fund called "Brigade name" followed by the words "Volunteer Fire and Emergency Public Fund" which is to be governed by the rules set out in this clause 10.

- 10.3** The object of the Public Fund is to solicit and receive gifts from the public solely for the purpose of supporting the volunteer-based fire and emergency service activities of the Brigade.

- 10.4** The Brigade must maintain the Public Fund for the sole purpose of supporting the volunteer-based fire and emergency service activities of the Brigade and to receive and record all of the following:

- a. gifts of money or property for that purpose;
- b. deductible contributions described in item 7 and 8 of the table in section 30 -15 of the Income Tax Assessment Act 1997 in relation to a fund-raising event held for that purpose; and
- c. money received because of such gifts and contributions.
- d. The Public Fund shall not receive any other money or property.

- 10.5** The Brigade must establish and maintain a separate bank account into which all gifts, or deductible contributions, of money or sale of gifted property for the sole purpose of supporting the volunteer-based fire and emergency service activities of the Brigade must be paid. This bank account must not receive any other money or property.

- 10.6** The Brigade may invite the public to make gifts of money or property to the Public Fund for the volunteer-based fire and emergency service activities of the Brigade.
- 10.7** All receipts for gifts must:
- be issued in the name of the "Brigade name" "Volunteer Fire and Emergency Public Fund"; and
  - state that the receipt is for a gift; and
  - state the Australian Business Number (ABN) of the Brigade.
- 10.8** A management committee comprising the treasurer and no fewer than two other persons must be appointed by the Brigade to administer the Public Fund. A majority of the members of the management committee must be persons having a degree of responsibility to the general community by reason of their occupation or standing in the community.
- 10.9** The Public Fund must operate on a non-profit basis. No portion of the assets or income of the Public Fund will be distributed directly or indirectly to members of the Brigade or the Public Fund's management committee apart from bona fide compensation for services rendered or expenses incurred on behalf of the Public Fund.
- 10.10** The Brigade must use the Public Fund for the sole purpose of supporting the volunteer-based fire and emergency service activities of the Brigade. The Public Fund must be used only in accordance with this constitution and any relevant Service Standard.
- 10.11** The Brigade must notify the Australian Taxation Office in writing if it is no longer entitled to be endorsed for the operation of the Public Fund, or of any changes that would affect its entitlement to endorsement.

## **11 NOTICES**

- 11.1** Any notice of meeting, agenda or other document which must be provided to a member may be:
- delivered to the member personally;
  - posted by prepaid letter addressed to the last known place of residence, business or post office box of the member;
  - sent by email to an email address specified by the member, in correspondence or otherwise, as an address to which emails to the member may be sent; or
  - sent by facsimile transmission to a number specified by the member, in correspondence or otherwise, as a number to which facsimile transmissions to the member may be sent.
- 11.2** The notice will have been deemed to have been received immediately in the case of a notice sent pursuant to clauses 11.1 (a), (c) and (d) and after five clear business days in the case of a notice sent pursuant to clause 11.1 (b).
- 11.3** The Brigade may make a brigade rule that varies the method by which members may be given notice provided that any other method of giving notice gives not less than any required notice period specified in the constitution.

## **12 BRIGADE RULES**

- 12.1** The Brigade may make a brigade rule in relation to the specific clauses in this constitution that provide for the making of a brigade rule.
- 12.2** A brigade rule must be consistent with the provisions of:
- the Constitution;
  - the Brigade Management Handbook;
  - the Service Standards; and
  - any relevant district standard operating procedure.

- 12.3** In the case of any inconsistency the provisions of the documents in clause 12.2(a)-12.2(d) shall prevail.
- 12.4** A copy of any motion to make, amend or repeal a brigade rule must be sent to each member by a method specified in clause 11.1 at least 21 days before the meeting at which the motion will be considered.
- 12.5** A brigade rule may be made, repealed or amended provided that not less than 75% of the ordinary members who are at the meeting vote in favour of the motion.
- 12.6** A copy of the new or amended brigade rule must be sent to the district manager within seven days of the motion being passed.
- 12.7** A brigade rule does not come into effect until it is:
- approved by the district manager; and
  - posted on MyRFS by the district manager or a person authorised by the district manager.
- 12.8** Any resolution amending or repealing a brigade rule does not come into effect until the change has been:
- approved by the district manager; and
  - posted on MyRFS by the district manager or a person authorised by the district manager.
- 12.9** A brigade rule that appears on MyRFS is deemed to have been properly made in accordance with this constitution and not to have been amended or repealed.

### **13 BRIGADE STANDING ORDERS**

- 13.1** The Brigade may make brigade standing orders relating to the day-to-day management and operation of the Brigade.
- 13.2** A brigade standing order must not amend or otherwise alter the operation of this constitution or a brigade rule.
- 13.3** A brigade standing order must be consistent with the provisions of:
- the Constitution;
  - the Brigade Management Handbook;
  - the Service Standards; and
  - any relevant district standard operating procedure.
- 13.4** In the case of any inconsistency, the provisions of the documents in clause 13.3 (a) -13.3 (d) shall prevail.
- 13.5** A copy of any motion to make, amend or repeal a brigade standing order must be sent to each member by a method specified in clause 11.1 of this Constitution at least 21 days before the meeting at which the motion will be considered.
- 13.6** A brigade standing order may be made, repealed or amended provided that not less than 50% of the ordinary members who are at the meeting vote in favour of the motion.
- 13.7** If in the opinion of the district manager a brigade standing order contravenes clauses 13.2 or 13.3 he or she may direct the Brigade to amend, alter or rescind that brigade standing order.

### **14 DISCIPLINE**

- 14.1** Disciplinary action may be taken against an officer or member of the Brigade by a disciplinary panel established in accordance with the provisions of [Service Standard 1.1.2 Discipline](#) or another appropriate disciplinary authority.

## 15 INTERPRETATION AND REVIEW OF CONSTITUTION

### Interpretation of Constitution and brigade rules

- 15.1** Issues relating to the interpretation of this constitution or a brigade rule which arise at the AGM, a general meeting or a meeting of the executive committee must be decided in the first instance by the chairperson of the meeting.
- 15.2** If a motion of a dissent in the ruling of the chairperson is carried, the matter must be adjourned and the question referred to the district manager for determination.

### Review of Constitution

- 15.3** The Brigade must review the provisions of the Constitution in accordance with requirements of the Brigade Management Handbook.

## 16 DISBANDMENT

- 16.1** If:
- a. the Brigade is disbanded and/or the Public Fund is wound up; or
  - b. the Public Fund has been endorsed as a deductible gift recipient for the operation of the fund and the Public Fund ceases to be so endorsed,
- any property remaining after the payment of all expenses and liabilities and/or any surplus assets of the Public Fund must be transferred to one or more rural fire brigades or funds, authorities or institutions with similar aims and purposes to those of the Brigade, that are deductible gift recipients.
- 16.2** In deciding which rural fire brigade or funds, authorities or institutions with similar aims and purposes that are deductible gift recipients to which the remaining property should be transferred, the Brigade must take into account the requirements of [Service Standard 2.1.1 Formation and Disbandment of Brigades and Groups of Brigades](#) and [Service Standard 2.1.14 Management of Deductible Gift Recipient Status for NSW RFS Brigades](#).
- 16.3** If at the time of disbandment, no rural fire brigade is endorsed by the Commissioner of Taxation as a deductible gift recipient, any property remaining must be transferred to another fund, authority or institution that is endorsed as a deductible gift recipient.
- 16.4** No payment or transfer may be made by the Brigade in the circumstances mentioned in clause 16.1 or 16.3 above, otherwise than in accordance with clause 16.5.
- 16.5** If the Brigade is disbanded or merged with another rural fire brigade any monies or other property held by the Brigade other than in the Public Fund (assets), must:
- a. if the Brigade is merged with another rural fire brigade, be transferred to the merged entity; or
  - b. if the Brigade is disbanded, transferred to another rural fire brigade selected by the members of the Brigade provided that, if no such selection is made before the Brigade is disbanded, the assets must be transferred to a rural fire brigade nominated by the district manager.

## 17 SUPPORT BRIGADE GROUPS

**Note - these provisions only apply if the Brigade is a district support brigade as that expression is used in the Brigade Management Handbook.**

- 17.1** The district manager may, after consulting with the members of the Brigade, determine that the Brigade will operate:
- a. as a single entity in which case the district manager may establish one or more sections within the Brigade to carry out specific functions and administrative officer positions for each section (in addition to the field and administrative officers specified in clause 7 of this constitution) who will be elected by the members in accordance with the provisions of this

constitution; or

- b. as separate support groups within the Brigade that will carry out specific functions as individual entities in which case:
  - (i) the provisions of the constitution with the exception of clause 7.14 (a) will apply to each group as if it were a rural fire brigade; and
  - (ii) each support group will elect a senior deputy captain and deputy captains as if it were a rural fire brigade

in accordance with the provisions of the Brigade Management Handbook.



Black Summer Bushfire Recovery Grants Program				
Application #:	BSBR000445	Total Project Cost:	\$40,985	
Applicant Name:	NSW RFSA	Grant Amount sought:	\$40,485	
Project Title:	Tinonee Preparedness Project	Assessor Name:	s 22(1)(a)(ii)	
Assessment Criterion 1 How your project will assist in community recovery from the 2019-20 bushfires (50 points)		Assessor Notes (copy and paste this information into BGM under Merit Assessment "Comments")	Enter Score	Dataset - MC Scores Select from dropdown menu
a)	The applicant must demonstrate how their project addresses the recovery or resilience needs of the community directly related to impacts of the 2019-20 bushfires through the adoption of/ or investment in one or more of the following: - social recovery and resilience needs - economic recovery and resilience needs - recovery and resilience of the built environment needs	The Applicant has stated that the project aims to support economic, social and built environment recovery and resilience. The proposed project will construct an additional room at the Tinonee Fire Station to be used for training and housing vehicles. The Applicant has stated that the project will address recovery and resilience by improving the preparedness of the local community in the event of a future bushfire and providing opportunities for local businesses.  The Applicant has identified that, following the 2019-20 bushfires, the target region has faced difficulties in relation to recovery from the 2019-20 Black Summer bushfires as well as a major flood. The Applicant has stated there is a need for an area for carrying out community education regarding preparedness for upcoming bushfires, maintaining safe properties and making bushfire plans. The Applicant has also stated that the property owners and residents are still reeling from the fires and that the RFS station is a hub for assistance during times of need. Based on this information, the assessor found that the Applicant has provided a detailed description of the need for the project and the importance of addressing the need for the community.	40	Good Response
b)	The applicant must demonstrate how their project complements, builds on and does not duplicate existing or planned 2019-20 bushfire recovery efforts in the community.			
c)	The applicant must demonstrate the broader benefits their project will deliver for the region and the community.	The Applicant has provided nine letters of support from various local community organisations and businesses. The letters from s 22(1)(a)(ii) and the local soccer club especially noted that the brigade's membership is expanding and therefore the need exists for an expanded training area. All of the letters highlighted the significance of the local rural fire brigade in their community, from firefighting to other forms of community service. The assessor found that the evidence was detailed in evidencing the existence of identified needs and demonstrating the importance of addressing these needs for the community.  The Applicant has stated that the project will target members of the Tinonee Fire Brigade as well as the wider community. The Applicant has stated that the project will respond to the region's needs by providing a larger training area for firefighters and members of the community. The Applicant further asserted that the project will also enhance the community's firefighting capabilities by providing an additional vehicle parking space. As evidence of this, the Applicant has provided letters of support from several community organisations. The letter of support from Burrell Creek Youth & Community Association stated that the shed extension would facilitate joint training with Burrell Creek RFS, which is stated to be an opportunity to ensure their effectiveness and provide the community with better protection. As a result, the assessor found that the Applicant provided a comprehensive and relevant description of how the benefits of the project will be delivered to the broader community and how the proposed activities were linked to the needs of the community.  The Applicant did not state how the proposed project complements, builds on and does not duplicate existing or planned 2019-20 bushfire recovery efforts for the target community.		
Total Assessment Criterion 1 (scaled out of 50)			40	
Assessment Criterion 2 Capacity, capability and resources to deliver the project (50 points)		Assessor Notes (copy and paste this information into BGM under Merit Assessment "Comments")	Score	Assessor Response
a)	The applicant must demonstrate they capacity, capability and resources to deliver the project by identifying their track record managing similar projects and access to personnel and/or partners with the right skills and experience.	The Applicant has stated that the project will be delivered in partnership with the Tinonee Rural Fire Brigade. The assessor noted that the partner appears to be responsible for most, if not all, components of the project, with the Applicant acting as a sponsor organisation. As evidence of this, the Applicant has provided a letter from the Applicant confirming that they are acting as a sponsor organisation for the partner, the Tinonee Rural Fire Brigade.	37	Good Response
b)	The applicant must demonstrate they capacity, capability and resources to deliver the project by identifying their sound project planning to manage and monitor the project, including scope, implementation methodology, timeframes, budget and risk management planning (including mitigation of health risks associated with the current COVID-19 pandemic).	The Applicant has stated that Tinonee Rural Fire Brigade have previously delivered a grant-supported project similar in value to the sum requested in this application. The Applicant claimed that it was successfully managed by the Tinonee Rural Fire Brigade's Executive Committee. It involved concrete driveways, investigating and purchasing additional equipment to keep volunteer firefighters safe and make them more efficient. This project was over a period of 18 months and the Applicant has stated that Tinonee Rural Fire Brigade met its milestones and reports on time. Based on the information provided, the assessor found that the Applicant has provided a detailed description of their experience delivering similar projects  The Applicant has stated that key personnel in project delivery are members of brigade, including accountants, tradespeople, sole traders, small business owners, teachers, a computer "guru", a doctor, two nurses, a police officer, some ex-military personnel and a retired Inspector of Police.  The Applicant has not stated who the project will be managed by. The Applicant has stated that the project will be delivered in three stages over 13 months. Milestones listed are submission to council, obtain quotes from contractors and sign contracts. As evidence of this, the Applicant has provided a project plan with a list of tasks and timeframes. The assessor found that the information provided a detailed explanation of how the project will be managed.  The Applicant has provided a quote from a supplier which evidenced part of the infrastructure component of the budget. The quote provided a breakdown of the materials and construction costs involved in the project. The assessor found that the attached evidence did not reconcile with the budget provided in the Application. The quote evidenced \$34,286.33 of project expenditure, while the in application budget stated that the total project cost was \$40,985. As a result, the assessor found that the Applicant provided a detailed project budget and evidence to support project costs.  The Applicant has identified delays in receiving funding, shortfall in funding, changes to council regulations, change of staff, contractor-caused delays, bushfire-caused delays, wet weather-caused delays and COVID-caused delays as key risks. Mitigation strategies include a review of the timetable, recording and monitoring of spending, consultation with relevant stakeholders such as the Council, the Rural Fire Service, members of the Executive, staff members, contractors and the Department of Health. As evidence of this, the Applicant has provided a risk matrix with a list of risks, ratings, responsible personnel and mitigation strategies. Based on this information, the assessor found that this provided comprehensive detail on the relevant risks and mitigation strategies the Applicant has considered in preparing to undertake project activities.		
Total Assessment Criterion 2 (scaled out of 50)			37	
Criterion Scoring Guide				
Strong Response	43 - 50			
Good Response	32 - 42			
Satisfactory	25 - 31			
Poor	10 - 24			
Very poor	0 - 9			
SUMMARY SCORE				
Assessment Criterion 1		40		
Assessment Criterion 2		37		
TOTAL SCORE (out of 100)		77		
Primary Assessment (copy this comment into Assessment Outcome in the "Comments" section under Merit Assessment in BGM)				
The Assessor should write the strengths and weaknesses based on how well the applicant has developed the proposed project and the extent to which the project relates to Criteria 1 and 2.  Provide information that explains why a particular statement or recommendation was made.	The strengths of the application are: - The assessor found that the Applicant provided detailed statements describing social, economic and built environment needs - The assessor found that the Applicant provided letters of support or research which provide high level (but clearly linked) justification for the importance of the identified needs. - The assessor found that the Applicant has provided a clear description of project activities with clear links from these activities to identified needs and to benefits that flow to the community as a whole. - The assessor found that the Applicant has provided detail on the key risks associated with project, including the risk associated with COVID.  The weaknesses of the application are: - The assessor found that the Applicant did not identify the names of key personnel.  Any issues identified with the activities and expenditure: The assessor noted that the partner appears to be responsible for most, if not all, components of the project, with the Applicant acting as a sponsor organisation. As evidence of this, the Applicant has provided a letter from the Applicant confirming that they are acting as a sponsor organisation for the partner, the Tinonee Rural Fire Brigade. The assessor found that the attached evidence did not reconcile with the budget provided in the Application. The quote evidenced \$34,286.33 of project expenditure, while the in application budget stated that the total project cost was \$40,985. A detailed cost check is required at agreement if the application is supported.			