

SERVICE STANDARD 2.1.5

CHILD AND YOUTH PARTICIPATION IN NSW RFS ACTIVITIES

ITEM	DESCRIPTION
Version Number	4.0
SOPs	<ul style="list-style-type: none"> > SOP 2.1.5-1 Junior Membership Pathway > SOP 2.1.5-2 Cadet Brigades > SOP 2.1.5-3 Requirements for NSW RFS Child Related Roles > ANNEXURE 1 Cadet Brigade Constitution
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Contact	Director People & Culture
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1 Purpose

- 1.1 The purpose of this Service Standard is:
- a. To promote a child safe, child friendly organisation by ensuring that the safety, welfare and wellbeing of children and young people is maintained at all times during their participation in NSW RFS activities;
 - b. To provide standards, procedures and best practice principles for the management of people under the age of 18 who are involved in NSW RFS activities; and
 - c. To provide guidance for members on matters relating to the participation and supervision of children and young people in NSW RFS activities.

2 Definitions

- 2.1 For the purpose of this policy document, the following definitions apply:
- a. **Child or young person:** a person under the age of 18 years. The terms 'youth' or 'young people' are often used in preference to the term 'children' for people over 12 and up to 25. This policy document relates specifically to young people under 18.
 - b. **Child related activities:** any activity including training, meetings, community or social events or other work delivered to or involving children and young people. Incidental or ad hoc contact with children during the course of normal operations is not considered a child related activity.
 - c. **Junior Member:** a member of any Brigade aged between 12 and 18 years who is not an Ordinary/Associate/Probationary Member.

- d. **Ordinary/Associate/Probationary Member:** a person aged 16 years of age and over who has been accepted by a Brigade into one of these classifications of membership.
- e. **Operational member under 18:** a member between 16 and 18 who is classified as Probationary/Ordinary and is qualified to attend operational incidents.
- f. **Adult member:** NSW RFS staff or volunteer member aged 18 years and over.
- g. **Junior Member Coordinator:** a adult member of a brigade, who is directly responsible for the management and welfare of Junior Members.
- h. **Junior Member program:** training or development activities for Junior Members at local brigade level.
- i. **Secondary School Cadet Program:** a short-term program delivered by members to students in secondary schools in accordance with the Secondary School Cadet Program Manual.

3 Policy

- 3.1 All members responsible for planning, carrying out or assisting with activities involving children and young people have a duty of care to make their safety and welfare the primary consideration.
- 3.2 All members participating in NSW RFS activities delivered to or involving children and young people must ensure that appropriate behaviour is exhibited at all times.
- 3.3 All members who regularly undertake child related activities must be prepared to complete any training or development deemed necessary to maintain child safe environments within the NSW RFS.
- 3.4 The NSW RFS Youth Participation Manual shall provide further guidance for members relating to the participation and supervision of children and young people in NSW RFS activities.

Supervision of children and young people

- 3.5 Adequate supervision of children and young people participating in NSW RFS activities is required to promote a child safe environment and prevent injury, both physical and psychological.
- 3.6 The level of supervision required should be determined by the age, experience, and abilities of the children, and an assessment of the activity's risks.
- 3.7 Organisers of activities involving children and young people must ensure there are enough adults available to provide adequate supervision at all times. This includes making provisions to supervise children if members are required to respond to an operational incident.
- 3.8 Organised activities involving children and young people should have a minimum of two adults in attendance and providing supervision at all times.
- 3.9 Where both male and female children are involved in the activity, supervisors of both genders should be present where possible.
- 3.10 One-on-one contact between adults and children (family members excepted) should be avoided. If one-on-one interactions are required, they should always be conducted in view of other people.
- 3.11 Members should closely monitor and/or assist young people entering and exiting NSW RFS appliances.

Membership and participation in brigades

- 3.12 Brigades may accept membership applicants aged 12 and over. Members under 16 will be classified as Junior, while members aged between 16 and 18 may be classified as either Junior, Probationary, Ordinary or Associate. Conditions of membership for each classification are set out in the Brigade Constitution.
- 3.13 Before accepting Junior Members, the Brigade executive committee should consider the Brigade's capacity to adequately supervise and manage activities involving Junior Members.

- 3.14 Brigades who choose to accept Junior Members must appoint a Junior Member Coordinator. The role and responsibilities of the Junior Member Coordinator will vary between brigades, based on the number of Junior Members and the activities they participate in.
- 3.15 Written parent/guardian consent for the participation of members under 18 in normal brigade activities is given during the membership application process.

Cadet brigades

- 3.16 A Cadet Brigade is a standalone Brigade formed by a District specifically to provide training and development programs for Junior Members in the District.
- 3.17 Cadet Brigades are to be formed in accordance with SOP 2.1.5-2.
- 3.18 The constitution of a Cadet Brigade is to be in the form set out in Annexure 1.

Training activities for members under 18

- 3.19 Members under 18 may participate in any NSW RFS training program for which they meet the relevant entry requirements.
- 3.20 Training with live fire for Junior Members is permitted in accordance with Service Standard 6.1.5 Live Fire Training.
- 3.21 Junior Members may participate alongside adult members in training activities provided a Junior Member Coordinator is consulted prior to the activity and risks are managed appropriately.
- 3.22 Junior Members must be provided PPC/PPE of an appropriate fit and wear as appropriate to the task they are performing, in accordance with Service Standard 5.1.5 Personal Protective Equipment and Personal Protective Clothing.

Operational activities for members under 18

- 3.23 Junior Members are not permitted to take part in operational fire-fighting activities, including hazard reductions.
- 3.24 Junior Members are permitted to assist in operational support roles during incidents (i.e. catering, communications, administrative assistance etc.) with the Incident Controllers approval, provided the Junior Members:
 - a. are appropriately supervised and their participation has been discussed with the Junior Member Coordinator;
 - b. are not taken out of area;
 - c. are not placed on a fireground or in an area likely to be impacted by fire.
- 3.25 When a Junior Member reaches 16 years, they may apply for Probationary membership, and once accepted by the Brigade, they may take part in operational activities if/when they hold the relevant qualifications.
- 3.26 Probationary/Ordinary members over the age of 16 may take part in hazard reductions and pile burns. A Junior Member seeking to participate in hazard reductions and pile burns should apply for Probationary membership when they are eligible, to allow parent/guardian consent for operational activities to be captured.

Activities involving overnight accommodation

- 3.27 Members under the age of 18 are excluded from all out of area responses that require overnight accommodation or are longer than one shift. (Refer to IMP 8.03.01.02 Out of Area Operations – Under 18 year olds for further detail).
- 3.28 Other activities involving overnight accommodation for members under 18 are permitted, provided parent/guardian consent is obtained, the activity is authorised by the District, and the child safety provisions of this Service Standard can be met. Examples of such activities may include, but are not limited to:
 - a. training programs or courses;

- b. conferences and forums;
 - c. championships or exercises.
- 3.29 Where overnight accommodation is to be provided for members under the age of 18 years, males and females should not share the same facilities.
- 3.30 In cases where males and females cannot be accommodated in separate facilities, parents/guardians and participants should be advised prior to the commencement of the activity. A clear physical separation must be made between males and females.
- 3.31 Adults must reside in separate accommodation from members under 18 except when:
- a. the nature of the accommodation requires the presence of two or more adult supervisors for security/discipline (i.e. hall, base camp, etc.); or
 - b. accommodation is shared by members of the same immediate family.
- 3.32 Adult members who attend overnight camps with children or young people under 18 years of age must have completed a Working with Children Check in accordance with Service Standard 1.1.9 Working with Children Check.

Transporting children and young people

- 3.33 Parent/guardians are responsible for arranging transport for children to and from Brigade activities.
- 3.34 At least two adult members must be present in a vehicle transporting children as part of NSW RFS activities, or if only one adult is available, there must be more than one child in the vehicle. Members who are parents/guardians transporting their own child are exempt from this requirement.
- 3.35 Children (excluding Operational members under 18) must not travel in any fire-fighting appliance that is being driven under emergency response conditions.

Taking and using images of children and young people

- 3.36 Written consent must be obtained from the parent or guardian of persons under the age of 18 years before they participate in any photographic, sound or video recording that may be used by the NSW RFS or media, for any NSW RFS educational, training, promotional purposes, NSW RFS broadcast, video, print, CD, DVD, sound or online media (including social media).
- 3.37 Members must not name or identify children used in images or publish any personal information without the express permission of the child's parent or guardian.

Youth development programs

- 3.38 All youth development programs being planned or conducted for young people aged 12 – 18 shall be approved by the District Manager and comply with any program guides or documentation endorsed by the NSW RFS. Examples of Youth Development Programs include:
- a. Junior Member Program in Brigades and Cadet Brigades;
 - b. Secondary School Cadet Program; and
 - c. Other youth development programs such as short term practical training or education programs.

Working with Children Checks

- 3.39 All members of the NSW RFS, either volunteers or staff, who are appointed to any child related roles outlined in Service Standard 1.1.9 Working with Children Check, must comply with the requirements of that Service Standard.

4 Related documents

- [Child Protection \(Working with Children\) Act 2012](#)
- [SS 1.1.7 Code of Conduct and Ethics](#)
- [SS 1.1.9 Working With Children Check](#)
- [SS 1.1.33 Reporting and Investigating Child Protection Related Allegations](#)
- [SS 2.1.6 Joining the NSW RFS as a Volunteer Member](#)
- [SS 5.1.5 Protective Clothing and Accessories](#)
- [SS 6.1.2 Qualifications for NSW RFS Members](#)
- [SS 6.1.3 Training in the NSW RFS](#)
- [SS 6.1.5 Live Fire Training](#)
- [P7.1.10 Organisational Risk Management](#)
- [NSW RFS IMP 8.03.01.02 Out of Area Operations Under 18 Years Olds](#)
- [Youth Participation Manual](#)

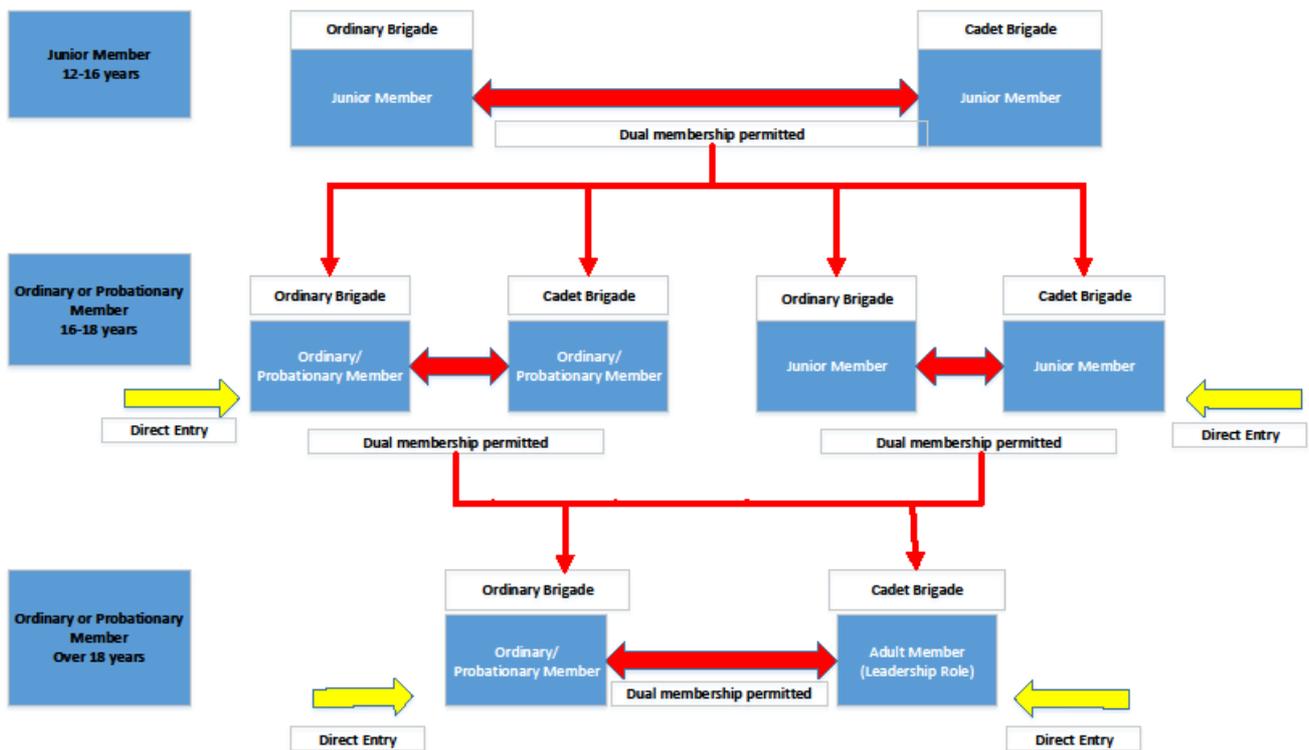
5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
17 October 2001	1.0	Initial release as SS 2.1.5 Cadet Rural Fire Brigades
14 September 2005	2.0	<ul style="list-style-type: none"> ➤ Repeals and remakes SS 2.1.5 v1.0 ➤ Clause 2.1 – inclusion of cadet members ➤ Clause 2.11 – amendment to appointment of officers ➤ Format updated
21 October 2005	2.1	<ul style="list-style-type: none"> ➤ Repeals and remakes SS 2.1.5 v2.0 ➤ Clause 3.2
16 July 2013	3.0	<ul style="list-style-type: none"> ➤ Repeals and remakes SS 2.1.5 v2.1 ➤ Repeals SS 2.1.12 Junior Members (Limited Duration) v1.0 and incorporates content into SS 2.1.5 v3.0 ➤ Title changed from “Cadet Rural Fire Brigades” to “Child and Youth Participation in NSW RFS Activities” ➤ Complete review, including addition of duty statements for Junior Member Coordinator and Deputy Coordinator; Junior member Leader; Cadet Coordinator and Deputy Coordinator and Cadet Leader
2 August 2021	4.0	<ul style="list-style-type: none"> ➤ Repeals and remakes SS 2.1.5 v3.0 ➤ Comprehensive review

SOP 2.1.5-1 JUNIOR MEMBERSHIP PATHWAY

1 Purpose

1.1 This Standard Operating Procedure provides a flowchart showing the membership pathways from Junior Member to Ordinary member.



➤ Note: Service Standard 1.1.9 Working with Children Check must be complied with at all times for Junior Members and Ordinary/Associate/Probationary members under the age of 18 years.

SOP 2.1.5-2 CADET BRIGADES

1 Purpose

- 1.1 This Standard Operating Procedure provides standard structures and procedures for Cadet Brigades, and sets out the form of the constitution for Cadet Brigades

2 Procedures

Formation

- 2.1 A Cadet Brigade is a standalone brigade formed by a District specifically to provide training and development programs for Junior Members.
- 2.2 Cadet Brigades may be either:
- District-based; or
 - School-based.
- 2.3 A **District-based** Cadet Brigade may be formed by the District Manager when:
- there is a commitment to supporting the Cadet Brigade from the Brigades in the District;
 - the District is able to provide appropriate facilities, basic equipment and adult members who will assist with the Cadet Brigade; and
 - the Cadet Brigade's formation is approved and supported by the District Manager.
- 2.4 A **school-based** Cadet Brigade may be formed by the District Manager in a secondary school when:
- the formation of a Cadet Brigade is approved by the school's Principal and any relevant governing body;
 - there is a commitment to the Cadet Brigade from the school community;
 - the school is able to provide appropriate staff who will assist in running the Cadet Brigade;
 - the school is able to provide facilities for the Cadet Brigade;
 - the District is prepared to provide approved personnel and basic equipment to support the Cadet Brigade; and
 - the Cadet Brigade's formation is approved and supported by the relevant District Manager.
- 2.5 The procedure for establishing or amending a Cadet Brigade is that set out in SS 2.1.1 Formation and Disbandment of Brigades and Groups of Brigades.

Administration

- 2.6 For details on the administration and management of Cadet Brigades, refer to the Cadet Brigade Constitution (Annexure 1).

SOP 2.1.5-3 REQUIREMENTS FOR NSW RFS CHILD RELATED ROLES

1 Purpose

- 1.1 This Standard Operating Procedure outlines the requirements for NSW RFS child related roles to ensure that only appropriately qualified and experienced members are authorised to supervise Junior Members and students participating in the Secondary School Cadet Program.

2 Procedures

- 2.1 Child related roles must be appointed by the Brigade Executive or the District Manager in accordance with this SOP and the relevant criteria.
- 2.2 Role requirements are included for the following child related roles:
- a. Junior Member Coordinator (includes Cadet Brigade Coordinator);
 - b. Secondary School Cadet Program Coordinator; and
 - c. Secondary School Cadet Program Trainer.

See pages 9-11 for detail on the role requirements, knowledge and experience for each of the above roles.

Junior Member Coordinator

Responsible to: Brigade Executive and District Manager

Junior Member Coordinator: an Ordinary Member of a Brigade who is responsible for the development and implementation of a Junior Member Training Program and the overall management and welfare of Junior Members in the brigade.

Every brigade which has Junior Members must appoint a Junior Member Coordinator. The Junior Member Coordinator may appoint a Deputy Coordinator and Junior Member Leaders to assist them as required.

Note: In a Cadet Brigade, the equivalent functions and responsibilities are performed by the Cadet Coordinator. As the two roles are essentially the same, the requirements listed below will apply to both.

Junior Member Training Program: Training developed and delivered to Junior Members at local Brigade level.

Requirements:

A Junior Member Coordinator must:

- be at least 18 years of age
- have completed a Working With Children Check (WWCC) and received clearance from the Membership Coordination Unit to participate in a child related role
- desirable to have First Aid Application (FAA) or equivalent qualifications;
- agree to abide by all NSW RFS policies and procedures in relation to the management of Junior Members
- be familiar with the NSW RFS Code of Conduct and Ethics and the NSW RFS values, and be willing to uphold them

Knowledge and Experience

A Junior Member Coordinator should:

- have sufficient knowledge of the NSW RFS and the Brigade structure to perform the role
- have, as a minimum, BF or BFS qualifications
- have sufficient technical knowledge to supervise and coordinate the Junior Member Program and the activities of Junior Members;
- have good communication skills, a genuine interest in youth training and activities, and the ability to work with groups of adults and young members in a team environment;
- have an understanding of, or a willingness to learn, contemporary child safe/friendly practices and child related incident reporting processes;
- have sound knowledge of Service Standard 6.1.3 Training in the NSW Rural Fire Service and risk management processes;
- be aware of and follow appropriate notification and reporting procedures dealing with alleged inappropriate behaviours, reportable conduct and allegations.

Secondary School Cadet Program Coordinator

Responsible to: School Principal and District Manager

Secondary School Cadet Program (SSCP) Coordinator: a NSW RFS Member who is responsible for the overall administration of the SSCP along with the development and implementation of the SSCP at the District level.

The SSCP Coordinator ensures that the program is run according to the guidelines provided by NSW RFS Head Office.

The SSCP Coordinator is either a staff member or senior volunteer who has been authorised by the District Manager to coordinate the program on behalf of the District.

Secondary School Cadet Program (SSCP): a short term program delivered to students at a participating school which provides an introduction to the work of the NSW RFS. Students are not required to be members of the NSW RFS and the school retains overall responsibility for their students throughout the program.

Requirements:

A SSCP Coordinator must:

- be at least 18 years of age;
- have sufficient knowledge of the NSW RFS structure and the work of volunteer rural fire brigades to perform the role;
- have sufficient knowledge of the NSW RFS Code of Conduct and Ethics and Service Standards along with a willingness to uphold the NSW RFS values;
- agree to abide by all NSW RFS policies and procedures in relation to the management of the SSCP.

Note that a Working with Children Check (WWCC) is not required by the SSCP Coordinator if their sole role is managing and administering the program. A WWCC is only required if the Coordinator is also providing face to face instruction to students.

Knowledge and Experience

A SSCP Coordinator should:

- have the ability to acquire sufficient knowledge to organise and implement the Secondary School Cadet Program and the related activities for participating students;
- possess good organisation skills, a genuine interest in youth training and activities, and the ability to liaise with a groups of adults, teachers and students in a team environment;
- have an understanding, or a willingness to learn contemporary child safe/friendly practices and child related incident reporting processes;
- have sound knowledge of Service Standard 6.1.3 Training in the NSW Rural Fire Service and risk management planning;
- be aware of and follow appropriate notification procedures when reporting alleged inappropriate behaviours, reportable conduct and allegations.

Secondary School Cadet Program Trainer

Responsible to: SSCP Coordinator, School Principal and District Manager

Secondary School Cadet Program Trainer: any NSW RFS Member over 16 years of age who is involved in the practical delivery of the SSCP at participating schools.

Requirements:

A SSCP Trainer must:

- be at least 16 years of age;
- have sufficient knowledge of the NSW RFS and the Brigade structure;
- have sufficient knowledge of the NSW RFS Code of Conduct and Ethics and Service Standards along with a willingness to uphold the NSW RFS values;
- have completed a Working with Children Check (WWCC) if over 18 years of age and received clearance from NSW RFS Head Office to participate in child related activities.
- have appropriate qualifications for the lessons being delivered;
- agree to abide by all NSW RFS and participating school policies and procedures in relation to the management of SSCP students.

Knowledge and Experience

SSCP Trainers must:

- have the ability to acquire sufficient knowledge to assist in the supervision and implementation of training programs and activities for SSCP students;
- possess good communication skills, a genuine interest in youth training and activities, and the ability to work with groups of adults, teachers and students in a team environment;
- have an understanding, or a willingness to learn contemporary child safe/friendly practices and have a level of maturity commensurate with the role.



ANNEXURE 1

Cadet Brigade Constitution (2018)

1 NAME

- 1.1 The name of the brigade is the [insert name of District or School] Cadet 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) **Constitution:** the constitution prescribed in [Service Standard 2.1.2 Brigade Constitution](#);
- k) **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*;
- l) **district manager:** the manager of the rural fire district, zone or team in which the Brigade is located;
- m) **general meeting:** a meeting of the Brigade held in accordance with clauses 6.13 – 6.21;
- n) **gift:** anything or monies voluntarily given to the Brigade without compensation;
- o) **member:** a member of the Brigade;
- p) **MyRFS:** the volunteer extranet;
- q) **NSW RFS:** the NSW Rural Fire Service;
- r) **president:** the member elected as president in accordance with clause 7.22(a);

- s) **principal:** the principal of the sponsoring school;
- t) **Public Fund:** a fund established and maintained in accordance with clause 10;
- u) **Regulation:** the Regulations made under the Act;
- v) **secretary:** the member elected as secretary in accordance with clause 7.22(b);
- w) **Service Standards:** the Service Standards issued by the Commissioner pursuant to section 13 of the Act; and
- x) **treasurer:** the member elected as treasurer in accordance with clause 7.22(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) provide training and development programs for junior members;
 - (b) exercise any other functions conferred on it by the Commissioner or the Service Standards; and
 - (c) 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) junior;
 - (b) probationary; or
 - (c) ordinary.

Junior Members

- 5.4 A junior member is a person:
- (a) who is aged not less than 12 and not more than 18 years;
 - (b) whose application for junior 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

(c) whose application for membership has been accepted by the cadet coordinator.

5.5 A junior member may be elected as a cadet or administrative officer.

Probationary members

5.6 A probationary member is a person:

(a) who is aged not less than 16 years;

(b) whose application for membership of the Brigade has been accepted in accordance with [Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member \(including Transfer Applications\)](#);

(c) who has not yet been accepted as an ordinary member of the Brigade; and

(d) whose role in the Brigade is to coordinate its activities and/or participate in the training and supervision of its junior members.

5.7 A probationary member may be appointed as a cadet coordinator, deputy cadet coordinator, or cadet leader.

Ordinary members

5.8 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) been accepted as an ordinary member by the district manager and, if the Brigade is sponsored by a school, the principal; and

(d) agreed to take a role in the Brigade to coordinate its activities and/or participate in the training and supervision of its junior members as a cadet coordinator, deputy cadet coordinator or cadet leader.

Life membership of the Brigade

5.9 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 members who are at the meeting vote in favour of the motion.

5.10 The Brigade may make a brigade rule specifying the criteria for the appointment of a member as a life member.

5.11 A person who has been appointed as a life member may attend and speak at the AGM and any general meeting.

5.12 Unless the person who has been appointed as a life member is also an ordinary member of the Brigade that member must not:

(a) vote in any election or at any meeting;

(b) be counted for the purpose of determining a quorum; or

(c) be elected as a cadet or administrative officer.

5.13 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.

5.14 Where the Brigade has been created as a result of a merger of two or more cadet fire brigades, the Brigade may make a brigade rule transferring any previous life

memberships to the Brigade.

- 5.15** A person's life membership may be revoked by the Brigade 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 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 members who are at the meeting vote in favour of the motion.

Termination of membership

- 5.16** 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 & Convictions](#).
- 5.17** The executive committee may pass a motion at a committee 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 & Notification of Criminal Charge & Convictions](#) if:
- (a)** the member, being a junior member, has reached the age of 18 and has not been accepted as a probationary or ordinary member of the brigade;
 - (b)** the brigade is school-based and the principal has requested the membership be terminated or the member has ceased to be a student of the sponsoring school; or
 - (c)** the member, being a probationary or ordinary member, is no longer engaged in the coordination of the Brigades' activities or the training and supervision of its junior members.

Dual membership

- 5.18** A member may be:
- (a)** a member; and
 - (b)** appointed as a field or cadet officer; and
 - (c)** appointed as an administrative officer
- of more than one cadet or 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 cadet coordinator and the district manager.

- 6.3** The secretary or another member authorised by the cadet coordinator 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 members calculated at the time of the meeting unless that percentage is increased by a brigade rule.
- 6.6** The AGM cannot proceed without the presence of at least one of the Cadet Coordinator or Deputy Cadet Coordinators.
- 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 cadet coordinator 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 cadet captain and/or the cadet coordinator;
 - (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 cadet officers for the ensuing term as required by clause 7.16;
 - (e)** if their term of office has expired, elect the administrative officers for the ensuing term as required by clause 7.22;
 - (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 7.8.

General meetings of the Brigade

6.12 The cadet coordinator may call a general meeting of the Brigade at any time.

6.13 The cadet coordinator must call a general meeting of the Brigade within 21 days after being asked to do so by at least five members.

6.14 The secretary or another member authorised by the cadet coordinator 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 6.14 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 members calculated at the time of the meeting unless that percentage is increased by a brigade rule.

6.18 The general meeting cannot proceed without the presence of at least one of the Cadet Coordinator or Deputy Cadet Coordinators.

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:

- (a) the meeting must be adjourned;
- (b) a new meeting date must be set by the cadet coordinator; 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.

6.21 If the second meeting fails to achieve a quorum the 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 appoints another officer, the cadet coordinator chairs all meetings of the Brigade and the executive committee.
- 6.23** If the cadet coordinator is not at the meeting, the president or deputy cadet coordinator must chair the meeting or appoint another person to chair the meeting.
- 6.24** The person who is chairing a meeting may:
- (a)** vote on any motion; and
 - (b)** 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:
- (a)** telephone;
 - (b)** video; or
 - (c)** 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 cadet coordinator.

7 OFFICE BEARERS

Appointment of cadet coordinators and leaders

- 7.1** The district manager, in consultation with the principal where the brigade is sponsored by the school, must appoint a cadet coordinator and cadet deputy coordinator from the probationary or ordinary members of the brigade.
- 7.2** A member is not eligible for appointment as a cadet coordinator or leader unless he or she complies with the conditions set out in Service Standard 1.1.9 Working with Children Check and Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities.

Election of cadet and administrative officers

General provisions in relation to the nomination and election of officers

- 7.3** Cadet and administrative officers hold office for one year.
- 7.4** Nominations for the election of cadet 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 cadet and administrative officers.
- 7.5** A member who is qualified for election may be nominated and elected as both a cadet and administrative officer.
- 7.6** 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.
- 7.7** 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.
- 7.8** A member who is unable to attend the meeting at which the election will be held may appoint another member to vote on their behalf by advising the cadet coordinator or secretary of the name of that other member in writing before the meeting starts.
- 7.9** Clause 7.8 is limited to the election of cadet and administrative officers only.
- 7.10** A member may not vote on behalf of more than two other members.
- 7.11** 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.
- 7.12** 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.
- 7.13** 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.
- 7.14** The cadet coordinator must inform the district manager in writing of the names of the members elected as cadet and administrative officers within seven days of the AGM or any other election.
- 7.15** 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.

Cadet Officers

- 7.16** At the AGM or general meeting when their term of office has expired, the members must elect the following cadet officers:

- (a) cadet captain;
 - (b) cadet senior deputy captain; and
 - (c) as many cadet deputy captains as determined by the cadet coordinator and cadet captain prior to the AGM.
- 7.17** A member is not eligible for nomination or election as a cadet officer unless he or she has achieved the minimum level of competency and/or other criteria set by the district manager in consultation with the cadet coordinator.
- 7.18** Every member is entitled to vote in the election of cadet officers unless the Brigade has made a brigade rule establishing specific criteria for entitlement to vote in the election of cadet officers.
- 7.19** The order of seniority of the cadet 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 cadet deputy captains.
- 7.20** Cadet officers take office at the conclusion of the meeting at which they are elected.
- 7.21** The district manager or principal may revoke or suspend the appointment of a person as a cadet officer in consultation with the cadet coordinator.

Administrative officers

- 7.22** At the AGM or general meeting when their term of office has expired, the members must elect the following administrative officers:
- (a) president;
 - (b) secretary;
 - (c) treasurer;
 - (d) any additional administrative officer positions established under clause 7.23.
- 7.23** The Brigade may make a brigade rule establishing additional administrative officer positions.
- 7.24** A member who is qualified for election may be nominated and elected as both secretary and treasurer.
- 7.25** Every 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.
- 7.26** Administrative officers take office at the conclusion of the meeting at which they are elected.
- 7.27** The district manager or principal may revoke or suspend the appointment of a person as an administrative officer in consultation with the cadet coordinator.

Vacant positions

- 7.28** A cadet 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 student of the sponsoring school;
 - (d) the person ceases to be a member of the NSW RFS;
 - (e) the person ceases to be a member of the Brigade;

- (f) the appropriate disciplinary authority suspends the person from membership of the Brigade;
- (g) 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](#);
- (h) in the case of an administrative officer, their appointment is revoked or suspended in accordance with clause 7.27; or
- (i) in the case of a cadet officer, their appointment is revoked or suspended in accordance with clause 7.21.

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 cadet officer, each of the remaining cadet 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 the Brigade decides to hold an election to fill a vacancy:

- (a) the election must take place at a general meeting of the Brigade; and
- (b) the secretary or another member authorised by the cadet coordinator 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.

8 EXECUTIVE COMMITTEE

Members of the executive committee

8.1 The members of the executive committee are:

- (a) the cadet coordinator
- (b) the president;
- (c) the cadet captain; and
- (d) 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 the cadet deputy coordinator or other cadet leaders, other administrative officers, other cadet officers or other members who are not officers.

Function of the executive committee

8.3 The executive committee manages the activities of the Brigade.

- 8.4** The executive committee must manage the Brigade in accordance with any directions or conditions set by the district manager, and principal where the brigade is sponsored by a school.

Executive committee meetings

- 8.5** The executive committee must meet as often as needed.
- 8.6** The cadet coordinator may call an executive committee meeting at any time.
- 8.7** The secretary or another member authorised by the cadet coordinator 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** A meeting of the executive committee cannot proceed without the presence of at least one of the Cadet Coordinator or Deputy Cadet Coordinators.
- 8.10** In calculating the quorum, only members of the executive committee who are at the meeting can be counted.
- 8.11** 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.
- 8.12** 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.
- 8.13** 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:
- (a)** expenses incurred on behalf of the Brigade; or
 - (b)** 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:
- (a)** conducting social events for members, their families and friends; or

(b) 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 following; the cadet coordinator, cadet deputy coordinator, and treasurer provided the authorising members are over 18 years.
- 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 cadet coordinator and 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.
- 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:
- (a) be issued in the name of the “Brigade name” “Volunteer Fire and Emergency Public Fund”; and
 - (b) state that the receipt is for a gift; and
 - (c) state the Australian Business Number (ABN) of the Brigade.
- 10.8** A management committee comprising the cadet coordinator 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:
 - (a)** delivered to the member personally;
 - (b)** posted by prepaid letter addressed to the last known place of residence, business or post office box of the member;
 - (c)** 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
 - (d)** 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:
 - (a)** the Constitution;
 - (b)** the Brigade Management Handbook;
 - (c)** the Service Standards; and
 - (d)** 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 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:
- (a)** approved by the district manager; and
 - (b)** 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:
- (a)** approved by the district manager; and
 - (b)** 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:
- (a)** the Constitution;
 - (b)** the Brigade Management Handbook;
 - (c)** the Service Standards; and
 - (d)** 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 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.