YASS RIVER–NANIMA RURAL FIRE BRIGADE

ANNUAL GENERAL MEETING

Fireshed, 322 Greenwood Rd, Murrumbateman NSW 2582
6.30pm, Saturday, 2 May 2026

DRAFT MINUTES

Attendance: 36: 31 ordinary /probationary and junior members, 5 guests *Apologies*: 29: 25 members, 4 invited guests. *Proxies*: 6	
Present:	*Members (31)*: Peter Kemmis, Troy Searles, Peter Johnson, Neville McMartin, Rosie Catton, Rick Mumberson, Nathan Stapleton, Judy Hancock, Liz Sage, John Storey, Meredith Thomas, Peter Clark, Kim Bannon, Gareth Ellem, Troy Shelsher, Lawson Shelsher, Natalie Fletcher, Shaun Fletcher, Dennis Hogan, Suzanne Lavender, Joanne Byrnes, Saan Ecker, Joanne Reid, Stuart Burrows, Sandra Burrows, Scott Burrows, Gertraud Norton, Tim Watt, Andrew Sage, Simon McGrath, Anthony Lustenberger *Guests (5):* Gundaroo Brigade: David Robinson (captain), Deidre Robinson (secretary) Sutton Brigade: John Cooper (captain) and Ron Hardy (G4 captain) Resident: Di McGrath
Apologies:	*Members (25):* Rod Eade, Anthony Kirk, Kane Fillingham, Caitlin Fillingham, Darko Kukic, Mark Scott, Rick Duzevich, Carola (Patty) Duzevich, Tim Porter, Virginia Rawling, Glenn Odlum, Karolyn Odlum, Zali Odlum, Taliyah Odlum, Tarlo Odlum, Michelle Storey, Sally Kaufmann, Rohan Shelsher, David Morton, Laeli Hogan, Jordan Bartter, Massimo Hein-Alati, Sonia Slattery, Mark Norton, John Cuthbert *Others (4):*

DRAFT

1 Meeting open

Meeting chair, President Judy Hancock, opened the meeting at 6.30, thanking everyone for coming. She also thanked the caterers for the hot buffet preceding the meeting, and special guests: Gundaroo Brigade representatives; Captain David Robinson and Secretary Deidre Robinson; Sutton captain John Cooper and Ron Hardy G4 Captain.

The president acknowledged the ongoing and concerted positive efforts of the brigade and its members.

The President observed that since taking on the role that they have been consistently heartened by the dedication and care our members show for this brigade. Each AGM they've chaired has reminded them how many people quietly and reliably contribute—turning up for training, responding to callouts, deploying across the state, supporting fundraising, and keeping the brigade running behind the scenes. There is always something to be done, and our members always step forward. So once again, thank you.

On top of what they already do as firefighters and support within the brigade, the president acknowledged the effort of several brigade members.

Despite their best efforts to escape notice, Rick Mumberson continues to say yes whenever something needs doing around the shed.

Mark Scott stepped in to resolve catering truck issues and run errands whenever asked.

Peter Kemmis built much-needed shelving in our tiny kitchen, and he and Meredith Thomas generously took over the catering role for the latter half of the season.

Andrew Sage, while navigating the demands of the Secretary role, has willingly taken on any odd job required. Thanks also to Kim, Rick (again), and Dennis for transporting vehicles to and from maintenance.

The crew supporting signage, set-up and pack-down for the Murrumbateman Markets—thank you. This new fundraising opportunity has been embraced with enthusiasm and such a relaxed nonchalance, it's as though we invented it ourselves.

Thanks also to Simon McGrath, a new member who used his Lions network to secure a donation of $3,500 that went towards a PMR radio, a blower and a portable lightweight pump.

I agree with a statement (December 2025) from our new Commissioner, Trent Curtin, as it captured something important and I quote:

> *"What I want every member to know is that there is a place for you in this Service, regardless of your background or where you are in NSW and that your contribution matters. Whether you are on the fireground, on the end of a radio, supporting logistics, running training, maintaining fleet, planning, mapping, dispatching, coordinating heavy plant or aviation, supporting members' wellbeing, catering, managing finance and governance, leading teams or doing the many tasks that rarely make the headlines, you are part of a chain of effort that protects lives, homes, livelihoods and the environment.*

When the community needs us most, it is your professionalism and commitment that makes all the difference. You should be proud of your contribution, as I am proud to serve alongside you in the RFS."

The RFS has released its Five-Year Strategic Direction in March, outlining priorities in membership, risk reduction, emergency preparedness, safe and effective response, and future capability. It is a comprehensive document. What does it mean for us? I expect we will continue delivering the same high-quality service to our community, supported by more integrated and tailored assistance from the RFS— most recently the MDT rollout.

They also expressed their sincere thanks to all our office bearers, both operational and administrative. The work behind the scenes runs far more smoothly when shared, and your willingness to contribute makes a real difference.

Finally, as always, we encourage members to contact the Executive with any questions, concerns, or suggestions. We strive to keep the brigade operating to a "best practice" standard, but we cannot do that in isolation. Your input is valued.

Judy H thanked the meeting attendees.

2 Determination of Quorum

The Secretary confirmed that the quorum, being 21 members, was met with 27 Ordinary Brigade Members in attendance.

3 Apologies

The Secretary read out the list of apologies and asked that they be accepted by the meeting.

Moved Troy Searles, seconded Rosie Catton. Carried.

4 Declaration of Proxies

Andrew advised the meeting of the proxies received (6):

Gareth Ellem	proxy for	Glenn and Karolyn Odlum
Neville McMartin	"	Kane Fillingham and Lindsay Butt
John Storey	"	Michelle Storey
Rosie Catton	"	Sally Kaufmann

Judy H moved that proxies be accepted and Joanne R seconded. The meeting carried their acceptance.

5 Acceptance of previous minutes

Annual General Meeting held 10 May 2025

They were distributed with the AGM notice on 4 April 2026. Also published on the brigade website: https://yassriverbfb.org/minutes-of-meetings-and-governance/. The Chair sought questions, concerns or proposed changes regarding the minutes. None were raised. The Chair asked that the minutes be accepted.

Moved Meredith T, seconded Peter Johnson. Motion carried. Accepted as a true and accurate record of the 2025 meeting's proceedings.

6 Business arising from previous minutes

At the last AGM the executive committee agreed to come back to members on the matter of quorum % and the formalisation of a new administrative officer role (in effect an amendment of brigade rule 12).

Quorum

(See also Agenda Item 9 Proposal to Reduce Quorum % requirement)

In introducing the Quorum matter the meeting moved to discussion of the motion. Members spoke for and against the motion.

It was agreed, that rather than break continuity of discussion, the meeting should consider the motion at Agenda Item 9 at this point. Please see record under Agenda Item 9 below.

Discussion - summary

Despite the concern that a quorum would not be achieved, no AGM had been abandoned due to a lack of quorum in the brigade's recent history. For example, we required 21 ordinary members tonight and we have 27 in attendance.

If the 25% quorum requirement as per our brigade constitution is working then why are we 'fixing' it?

The net change to members required is small, being 17 from 21 (4) to achieve quorum. i.e. from 25% to 20% of 82 members.

Concern that quorum could continue to be reduced at future AGMs.

Quorum can only be amended with agreement of a general meeting quorum.

Keeping the register up to date in terms of ordinary v associate members and understanding ongoing desire to a, remain in the brigade and b, their preference to remain an ordinary member versus an associate member, will assist in % quorum being of a brigade register consisting of 'committed' members.

Preparation for the AGM includes gathering responses to an RSVP such that sufficient ordinary members plan to attend and provide confidence that quorum is likely to be achieved.

For tonight's AGM it was not clear to the secretary until the 1-2 days before the meeting that a quorum was going to be achieved. It involved telephone contact with ordinary members who had not responded nor given an apology.

A reduction to the required % quorum would reduce the risk of quorum not being achieved, noting the objective of the secretary will be to maximize attendance regardless of quorum %.

A reduction would reduce the planning effort required by the brigade executive to get a sense of confidence of a quorum being achieved.

The secretary will continue to focus on keeping the register current.

Administration Officer

The administration officer role has been added Yass River Nanima Brigade Rule 12 – Additional Administrative Officers 12.

7 Annual Reports

The President addressed the meeting. In introducing the reports, Judy noted that several of them had been circulated to members before the meeting and these would be taken as read. She would seek questions/comments regarding each report in turn and a motion to accept.

Captain's Report: The Captain's Report was circulated to members before the meeting. Attachment 1.

Motion to accept - Mover: Dennis Hogan Seconded: Liz Sage Carried.

Treasurer's and Auditor's report: The Treasurer's Report was circulated to members before the meeting. The Audit report was tabled at the meeting. We received an unqualified Audit opinion.

See Attachments 2 & 3.

Motion to accept - Mover: Peter Kemmis Seconded: Peter Clark Carried.

Catering Officer's Report: This report was circulated to members before the meeting. See Attachment 4. The

Motion to accept – Mover: Liz Sage Seconded: Simon McGrath Carried

Community Engagement Representative's Report: This report was circulated to members before the meeting.

See Attachment 5.

Motion to accept - Mover: Shaun Fletcher Seconded: Peter Clark Carried.

Junior Co-Ordinator's, Training, WHS and Equipment Reports: A combined report was tabled at the meeting. Neville spoke to the reports.

See Attachment 6.

Motion to accept - Mover: Gareth Ellem Seconded: Kim Bannon Carried.

8 Membership Matters

New Members

Andrew advised that there were 10 (ten) probationary members who had fulfilled their probationary period. Neville individually proposed the following be accepted as Ordinary Members.

- Antony Austin - Moved: Gareth E Seconded: Liz S
- Samuel Eade – Moved: Gareth E Seconded: Liz S
- Clem Hein-Alati – Moved: Gareth E and Liz Sa

- Anthony Kirk – Moved: Liz S Seconded: Peter K
- Simon McGrath – transfer from Murrumbateman, Moved: Gareth E Seconded: Peter K
- Timothy Porter – Moved: Peter J Seconded: Stuart B
- Troy Shelsher - transfer from Beacon Hill, Moved: Gareth E Seconded: Meredith T
- Rowan Shelsher - transfer from Beacon Hill, Moved: Rick M Seconded: Meredith T
- Nathan Stapleton – Moved: Peter J Seconded: Natalie F
- Sarah Watson – Moved: Gareth E Seconded Liz S

The meeting welcomed the new members to the brigade.

The meeting also welcomed new junior member:

- Lawson Shelsher – transfer from Beacon Hill

Membership Register amendments and removals

The secretary outlined brigade register activity undertaken since last meeting. New probationary members have been added. Additionally, a broad update and reconciliation was undertaken of members' contact details and membership type.

Specifically, the executive committee had been reviewing the register with a view to validating members' brigade involvement and membership type.

It was agreed the Secretary would contact members we had not heard from in several years to update their details and clarify their intention with regards to brigade involvement.

In an endeavor to contact members, the secretary used all recorded detail;

- telephone;
  - land line,
  - mobile telephone,
- their email address and
- postal address as applicable/where available.

(Refer Letter template) Attachment 7

There were a range of outcomes:

- contact detail updates,
- confirmation of ordinary membership,
- Resignation from the brigade,
- transfer to associate membership from ordinary membership,
- NIL response contact – membership removal

Member Resignations

5 Members resigned and have been removed from our register. Several resigned in the past and some in the period since last AGM.

Resignations were advised to the Southern Tablelands District Office supported by documentation as applicable. They were formally removed from the RFS register and

return advice was provided to our Secretary. Once confirmed we removed them from our brigade register.

Ordinary to Associate Membership

The following members asked to transfer from Ordinary to Associate membership and the AGM is asked to note.

- Peter Arentz
- Gareth James
- James Clark
- Bradley Clark
- Tibor Fekete
- Phillip Langworthy
- Michael Smith
- Mark Wagstaff
- Kerry Wagstaff

The meeting noted the change.

Members to be removed (5)

In consultation with Southern Tablelands District Zone Office (Mitchell Butler) the executive committee agreed that if contact could not be made with members via their recorded contact details that they be considered for removal.

A letter was then mailed to the address of members on 25 February 26 seeking a response.

NIL response received from the following members:

- Garry CURRAN Moved: Peter C Seconded: Rick M
- Chloe CURRAN, Moved: Liz S Seconded: Peter C
- Francisca DARMODY Moved Peter C Seconded: Shaun F
- Christopher DARMODY Moved: Kim B Seconded: Natalie F
- Francesca SCULLY Moved: Kim B Seconded: Peter C

With agreement of this meeting the listed members will be removed from the register as contact could not be made after making 'reasonable' effort.

The secretary advised that to be removed 75% of quorum must support their removal noting that they may of course rejoin the brigade.

The motion to remove was supported by more than 75% of ordinary members.

9 Proposal to reduce AGM quorum % requirement

An information paper *AGM Quorum Reduction – Summary, Rationale and Considerations* was distributed to members with meeting papers.

The Executive Committee are proposing that the current quorum 25% (as per our brigade constitution) be decreased to a % to be agreed at this meeting. The reason for this proposal is to reduce the risk of a quorum not being achieved at our AGMs (including

general meetings), while also balancing the need to be sufficiently representative of brigade membership.

Please refer to the summary of meeting discussion under Quorum at Agenda Item 6 *Business arising from previous minutes*

The motion was put to the meeting that they agree that the 25% quorum for Yass River-Nanima Bush Fire Brigade be amended to 20%.' (refer *Brigade Constitution 2018; Clauses 6.5 and 6.17*)

The proposal went to a vote: 22 supported the motion and 4 were against the motion. The motion was carried.

10 Constitution Review

Judy advised that this is a mandatory inclusion on the agenda but there was nothing to raise this year. More of matter of it being kept up to date. For example: It will be updated to reflect the change to % quorum and the new administrative officer role.

11 Determination of number of deputies for the upcoming year

Under clause 7.14c of the Constitution we must determine how many deputies will be elected for the coming year.

Neville proposed the number of deputies be 6.

Moved: Gareth Ellem Seconded: Dennis Hogan Carried.

12 Appointment of a returning officer

Ron Hardy, Southern Tablelands Group 4 Captain, agreed and was appointed returning officer.

13 Elections

Ron took the chair and addressed the meeting. Before commencing elections Ron gave an update on a range of matters that he has been involved with in his role as Group 4 Captain.

Recently attended a meeting in Cooma of group captains where mental health and wellbeing was a topic. He left copies of several booklets that he picked up at that meeting.

Ron gave an update on Category 1 truck check lists (which our brigade is familiar with and regularly undertakes). In future Cat 1 trucks fast fill pumps fitted.

In respect of the ongoing issue of our brigade's fast fill trailer which was passed to the RFS to manage and is currently only able to be towed by an RFS vehicle. YR-N has no vehicles equipped with a towbar. Truck weight (GVM) is also a consideration.

Ron asked an open question to the meeting.

'How often if able would you have used your fast fill trailer?'

If available/able, it was felt it could be left at a filling point beside a SWS such that a truck would pull up and be filled rather than having to use on truck equipment to draw water.

Otherwise, the question was not answered directly. Ron's point was that in future all Cat 1 trucks will have portable pumps/fastfill.

Ron noted that Yass River Fire Control is not accessibility compliant (e.g., access, bathrooms and showers). He added that brigade member Simon McGrath, a wheelchair user, often operates radios at the premises.

Acting Deputy Commissioner Greg Waddle will address the issue of non-compliance.

The Yass Fire Control premises is earmarked for renewal. It is dated, non-compliant and not really fit for purpose as it stands.

Our brigade is acknowledged for our willingness to stand up when needed. FRI 40-70. Push back at keeping so low at 40. 50/60 FRI may be a better trigger point.

Allocation of RFS resources is undertaken on risk assessment that includes details of brigades.

To this end brigades will be surveyed about their size, Location, nature of their local environment, critical local property infrastructure to be protected. Eg. Warrumbui and Gas pipeline check point.

This information will inform Group Captains' resource allocation decisions. New trucks will be allocated to the highest priority.

Clean Firefighter Initiative is to address the need to clean up after exposure or possible exposure to chemicals when attending incidents. E.g. Washing machines and showers at sheds.

WHS is receiving focused attention at Brigade Commissioner level.

Our brigade is acknowledged as an active and well patronised brigade; we get good attendance to training and our AGM as evidenced by the good numbers in attendance.

Group Captains are elected for 3 years by Brigade Captains. The elections are approaching. Rod observed that he felt change was coming as expectations of Group Captains were changing.

There has been regular staff change at Yass with Mitch and Jacob both changing roles/moving.

Thank you for dinner!

Ron then declared all positions vacant. Elections for all positions are in the table below, with the results as shown:

Position	Nominee/s	Nominated by	Seconded by	Outcome
Captain	Neville McMartin	Gareth E	Peter K	Elected unopposed
President	Judy Hancock	Rick M	Liz S	Elected unopposed
Secretary	Andrew Sage	Judy H	Gareth E	Elected unopposed
Treasurer	Joanne Reid	Judy H	Dennis H	Elected unopposed
Senior Deputy	Gareth Ellem	Dennis H	Peter J	Elected unopposed
Deputy captains (6)	1 Kane Fillingham	Dennis H	Gareth E	Each nominee was elected unopposed
	2 Scott Burrows	"	"	

	3 Glenn Odlum	"	"	
	4 Troy Searles	"	"	
	5 Kim Bannon	"	"	
	6 Rick Mumberson	"	"	
Catering Officer	Peter Kemmis	Judy H	Gareth E	Elected unopposed
CER	Liz Sage	Peter K	Natalie F	Elected unopposed
Equipment Officer	Rohan Shelsher	Gareth E	Dennis H	Elected unopposed
Junior Co-ordinator	Troy Shelsher	Neville M	Gareth E	Elected unopposed
Training Officer	Shaun Fletcher	Gareth E	Judy H	Elected unopposed
WH&S Officer	Peter Johnson	Rosie C	Judy H	Elected unopposed
Administrative Officer	Sally Kaufmann	Judy H	Rick M	Elected unopposed

Judy then resumed the chair, thanking Ron for his update conducting the elections. Judy congratulated and welcomed incoming office-bearers.

Ron mentioned before vacating the chair that Krystaal Hinds was seeking interested person/s to pursue grants on behalf of Yass Fire Control (southern Tablelands??) Meredith Thompson offered to assist.

14 Set a Brigade Subscription fee

This compulsory item is about the brigade considering what the subscription fee should be. It has been agreed at past AGMs that a fee not be set, rather a voluntary contribution will be sought. Voluntary contributions are not enough to cover brigade expenditure, and as such we fundraise.

Judy said the brigade is now getting $250 every 2nd month based on brigade volunteers setting up and packing up equipment and signage for the Murrumbateman Community Markets.

Murrumbateman Market income stream of $250 a month is a great foundation for a steady revenue and was established in January 2026.

The Brigade gets few regular subscriptions paid but does receive several generous donations from community members each year.

No subscription fee was proposed.

15 Appointment of Auditor

Judy extended the brigade's thanks to Justin Stephen, who audits our financial records and compliance.

On the understanding that Justin would be agreeable to undertake the work again, Joanne R moved that Justin Stephen be appointed as auditor for the upcoming year. Seconded by Troy Searles. Carried.

16 Permit Officers

Neville advised that permit officers for the upcoming year are:

- Neville McMartin

- Scott Burrows
- Stuart Burrows
- Gareth Ellem
- Kane Fillingham
- Glenn Odlum

17 Other Business

Vicky Bingley, Captain, STZ Support was to address the meeting but was unable to attend. Her reports:

- RFSA Annual Report/Update to Brigade AGMs (Attachment 8)
- Southern Tablelands Operational Support – Job Opportunities (Attachment 9)

were tabled at the meeting by Neville.

Neville had several certificates for members who've attained new qualifications. They will be distributed as members were not in attendance.

18 Next meeting

It was agreed that the next AGM be held on Saturday 8 May 2027.

19 Close

There being no further business, Judy thanked everyone for their patience and closed the meeting at 8.10pm.

Andrew Sage
Secretary
10 May 2026

List of attachments

Attachment 1: Captain's Report

Attachment 2: Treasurer's Report

Attachment 3: Auditor's Report

Attachment 4: Catering Officer's Report

Attachment 5: Community Engagement Representative's Report

Attachment 6: Junior Co-ordinator, Training Officer, RFS HSR's and Equipment Officers' Reports

Attachment 7: Letter template

Attachment 8: RFSA Annual Report/Update to Brigade AGMs

Attachment 9: Southern Tablelands Operational Support – Job Opportunities

Attachment 10: Meeting Agenda

Attachment 1: Captain's Report

Captain's Report – Annual General Meeting – Saturday 2 May 2026

Operations

This past summer the brigade as part of Yass Valley strike teams attended large fires at Cavan, Narrawa and Bevendale north and west of Yass. These fires entailed night shifts and allowed for newer members to gain fire ground experience. Thank you to the crews that attended.

At the February training we conducted a formal After Action Review (AAR) on the three recent fires, which was attended by District Manager Krystaal Hinds and Group 4 Captain Ron Hardy along with approximately 25 brigade members. The Ops group will examine and consider the relevant outcomes from the review.

During last winter we were called to an escaped pile burn which was contained, while the second call out was to a reportedly stolen truck that was found fully engulfed, both fires were on Yass River Rd.

Based on feedback the Ops Group decided to trial twice monthly training until the end of March. The additional training was held on the third Tuesday of each month. This proved to be successful and the brigade will consider running twice monthly training next summer.

Last June we carried out the annual Warrambui wind row burn. This provided an opportunity for new members to experience live fire and utilise rake hoes, wet lines, drip torches and the donning of goggles and masks. This winter-spring we hope to carry out a scheduled hazard reduction burn at Warrambui.

The brigade continues to have high numbers at training which is excellent. During winter training sessions we have averaged an attendance of 21 members. We still have a number of new members hoping to obtain their basic Fire Fighter (FF) qualification this year. The brigade has experienced healthy growth during the last two years which augers well for the brigade future. The Ops Group have introduced an informal mentor program for new members which gives them a single point of contact.

In November I attended a district wide captain's meeting at Gunning. In the past the meetings have been held across the three shires. Nearly all brigade captains (60+) attended the meeting which included presentations on WHS, mental health, drones, farm fire vehicles and the upcoming season. Presenters included the south east area commander and an assistant commissioner. It gave the captains an opportunity to gain answers from subject matter experts. The post fire season Captain's meeting in March reverted to Yass, Goulburn and Crookwell.

The Southern Tablelands has been directed to undertake a "Resource to Risk" review of the zone. This will cover matters such as brigades, their boundaries, truck numbers and placements, call outs, the role of council boundaries and other matters to help inform decisions as to how to make the most efficient use of RFS assets.

Equipment

The district has transitioned to the GRN/PSN network including a new channel (142) which brings us into line with the majority of the state. A second Firecom channel (242) has been

provided and can be used in the event of two large incidents occurring at the same time. One of the incidents would be allocated 242.

Our group captain's vehicle has been fitted with a Star Link terminal which should provide reliable PMR, MDT, WiFi and mobile coverage in all areas regardless of terrain, radio or 4G coverage. The intent is for all RFS units to be fitted with the Star Link terminals.

Thank you

I would like to thank our Ron Hardy and our deputy group captains, our field officers, executive committee members, brigade members and community members who have assisted myself and the brigade throughout the last 12 months. Without your support the functioning of the brigade would be much more challenging. I would also like to thank Krystaal Hinds and her Southern Tablelands team for their assistance and patience through the year.

Neville McMartin

Captain, Yass River – Nanima Rural Fire Brigade

29 March 2026

Attachment 2: Treasurer's Report

Treasurer's Report for year ended 31 March 2026

- The Brigade reported a surplus of $6,779 for the year ended 31 March 2026.
- Significant donations to the Brigade this year include:
  - Yarrh bonfire - $3,845
  - Murrumbateman Field Days - $3,800
  - A resident (who wishes to remain anonymous) - $2,500
  - Lions Club of Murrumbateman - $3,500
- Other tax-deductible donations not including the above totalled $1,650.
- The Brigade netted around $1,485 from fundraising activities such as the car boot sale, provision of catering for NSW RFS courses and recycling of cans. In early 2026 the Brigade took on the role of setting up and packing down the Murrumbateman markets once a month. While payment had yet to be received at the date of this report, the Brigade will receive $250 a month from this activity.
- The Brigade was successful in its application for a grant of $5,000 through the Transgrid Community Partnerships Program. These funds were used to purchase a digital PMR radio. The Lions Club donation contributed towards the purchase of a second PMR radio.
- The Brigade spent $2,090 on repairs to the access road to the fire shed.

Joanne Reid
21 April 2026

Attachment 3: Auditor's Report

Signed audit report

Justin Steven, FCA
174 Maribyrnong Avenue
Kaleen ACT 2617

Yass River – Nanima Rural Fire Brigade
322 Greenwood Road
Yass River NSW 2582

17 April 2026

AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2026

I have audited the financial statements of the Yass River – Nanima Rural Fire Brigade ("the Brigade") for the year ended 31 March 2026. The Brigade is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express my opinion on them to the members of the Brigade.

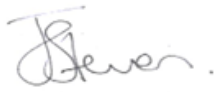
My audit has been conducted to provide reasonable assurance as to whether the financial statements are free from material misstatements. My procedures included examination, on a test basis, of evidence supporting the amounts in the financial statements. The procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view which is consistent with my understanding of the financial position and the results of its operations.

Independence and qualifications
I confirm that I meet the independence and qualifications requirements for an auditor of a Rural Bush Fire Brigade contained in the Constitution of the Brigade ("the Constitution") and its related documents.

Audit Opinion
In my opinion, the Brigade has maintained the financial records necessary to enable the preparation of financial statements and that the financial statements for the Brigade are properly drawn up in accordance with the Constitution, *Rural Fires Act 1997* ("the Act"), accounting concepts, Australian accounting standards and approved accounting standards, so as to give a true and fair view of:

i. the state of affairs of the Brigade as at 31 March 2026 and the results for the year ended on that date; and

ii. other matters required to be dealt with in the financial statements by the Constitution, the Act and the rules of the Brigade.



Justin Steven, FCA

YASS RIVER-NANIMA RURAL FIRE BRIGADE

STATEMENT OF ACCUMULATED FUNDS
AS AT 31 MARCH 2025

ACCUMULATED FUNDS	2025	2024
Balance as at beginning of year	$31,992.29	$25,977.24
Plus result for the year	-$12,829.77	$6,015.05
Balance as at end of year	$19,162.52	$31,992.29
REPRESENTED BY:		
Cheque account	$5,656.64	$8,792.51
Public Fund account	$3,253.18	$11,979.36
Term deposit	$10,172.70	$11,140.42
Term deposit interest witholding tax	$80.00	$80.00
TOTAL FUNDS	**$19,162.52**	**$31,992.29**

Signed as being a true account of the Brigade's financial position as at this date:

.....
Treasurer

Approved on behalf of the Brigade:

.....
President

1 MAY 2026
.....
Date

YASS RIVER-NANIMA RURAL FIRE BRIGADE

STATEMENT OF INCOME AND EXPENDITURE
YEAR ENDED 31 MARCH 2026

	2026	2025
INCOME		
Tax deductible donations	7,995.00	6,850.00
Non-tax deductible donations	4,500.00	1,350.00
Grants	5,000.00	-
Field Days	3,800.00	3,000.00
Fundraising	2,137.25	1,085.60
Interest cheque account	-	12.05
Interest other accounts	497.16	267.82
Interest term deposit account	274.94	438.65
TOTAL INCOME	$24,204.35	$13,004.12
EXPENSES		
Equipment	13,092.16	5,096.23
Fundraising	651.95	446.43
Catering	146.54	865.60
Repairs	2,654.50	16,785.69
Other	879.92	2,639.94
TOTAL EXPENSES	$17,425.07	$25,833.89
NET SURPLUS/(DEFICIT)	**$6,779.28**	**-$12,829.77**

YASS RIVER-NANIMA RURAL FIRE BRIGADE
BANK RECONCILIATION REPORT
AS AT 31 MARCH 2026

Community Solutions Cheque Account

Balance as per bank statement		$ 5,758.82
Add:	Outstanding deposits	$ -
Less:	Unpresented cheques	$ -
Balance per Statement of Accumulated Funds		**$ 5,758.82**

NSW Public Fund Account

Balance as per bank statement		$ 9,655.34
Add:	Outstanding deposits	$ -
Less:	Bank fees	$ -
Balance per Statement of Accumulated Funds		**$ 9,655.34**

Term Deposit **$ 10,447.64**
- matures 22 April 2026

Attachment 4: Catering Officer's Report

April 2026

This year has continued to demonstrate the importance of effective catering support to both operational and social aspects of brigade life. I would like to acknowledge the many members who willingly contribute their time—whether cooking, serving, cleaning, or transporting supplies. Your efforts once again reflect the strong, cooperative culture within our Brigade.

Operational Support

Catering support has been provided across a range of operational and training activities during the year.

In September 2025, Meredith, Dave B and Mark provided two days of catering for the Advanced Firefighter Course at Yass FCC. In November 2025, Judy, Andrew and Mark provided field catering for the RFS off-road driver training (RFD) day. The brigade receives funding from the RFS to cover the cost of catering at training courses. Our catering was well received at both courses.

On 9 December, the catering truck was deployed at night by Murrumbateman Brigade to cater at the Cavan Fire. The late-night drive over challenging roads was made safer as Simon and Mark had recently fitted the catering truck with driving lights.

On 10 December, Rick and Mark provided lunch for approximately 50 personnel at the Cavan fire. The catering truck was initially requested at the staging area but was redirected onto the fireground, requiring extended off-road driving in steep terrain. This highlighted the need to ensure that if the catering truck is required to operate off-road, a suitably qualified RFD driver is utilised—even if sourced from the fireground.

Snack packs continue to be an essential element of operational support. Following deployments to the Cavan and Narrawa fires, snack packs were replenished in late January. Based on fireground experience, the packs have been simplified to four long-life items: one meat-based protein, one plant-based protein, and two sweet dessert items. These are designed to be robust, economical, and suitable for prolonged storage in vehicles. Feedback on the revised packs is welcomed.

Training Suppers

Monthly training night catering continues to be well supported. Sausage sizzles remain popular, and donated sweet goods continue to be generously supplied by members.

During the winter months, soup and bread nights were again well received, with multiple members contributing soups and accompaniments. Member donations continue to cover the cost of training night food and beverages.

Fundraising and Community Events

The **Yarrh Bonfire Night** and **Car Boot Sale (CBS)** were key catering-based fundraising events. Catering at Yarrh Bonfire Night ran smoothly.

Whilst the expanded catering menu for the 2025 CBS returned a profit for the brigade; it was less than we had planned as attendance was low.

Facilities and Equipment

Several improvements and challenges were addressed throughout the year:

- A freezer failure resulted in the loss of approximately $120 in supplies; however, Anthony Kirk very generously donated a replacement freezer, which was delivered and installed.
- The catering truck has undergone significant maintenance, with Rick completing multiple repairs including replacement of gas hoses and regulators, latch repairs, gas strut replacement, and interior fixes.
- Driving lights were donated by Simon and fitted to the catering truck and have already proven their value during night operations.
- An EFTPOS/credit card has been established for the catering truck, allowing access to MFD funds for maintenance and catering at larger deployments. This system is working well.
- Outstanding issues include non-functional air conditioning and beacons on the catering truck. While repairs have been scheduled with FCC for the next service, this remains a priority issue.

Administration and Handover

From 22 January, I took leave from the Catering Officer role, with **Meredith Thomas** and **Peter Kemmis** stepping in to provide continuity of support. I thank them for their willingness to step up and ensure seamless coverage.

Closing

Catering continues to play a vital role in operational effectiveness, training cohesion, and community engagement. The commitment shown by members throughout the year—often behind the scenes—is greatly appreciated. Ongoing attention to equipment readiness, particularly the catering truck, will be essential as we head into future fire seasons.

Mark Scott
Catering Officer
Yass River–Nanima Rural Fire Brigade
April 2026

Attachment 5: Community Engagement Representative's Report

Report for AGM 2nd May 2026

In my role as Community Engagement Representative, over the last 12 months, my main objective has been to increase community awareness of the risk of bushfires, how to mitigate those risks and to build community resilience.

Activities associated with this objective include:

- Preparing and distributing farm packs to residents. The packs contained RFS brochures and checklists, Bushfire survival plans, stickers, fridge magnets and kids' activity packs
- As a member of the team, helped plan and conduct the Car boot sale / Get Ready Day, The Christmas Party and Yarrh Bonfire Fundraiser.
- Ran a Get Ready stall at the Car boot Sale where residents could receive targeted advice to prepare for fire risks, understand local danger levels, and develop personalized bush fire survival plans.
- Attended Southern Tablelands Community Engagement meetings where we developed targeted strategies and created tailored engagement initiatives for our rural community
- Maintained community notice boards (also a sandwich board) to advertise upcoming events such as Training, Car boot sale and Get Ready Day, The Christmas Party and AGM. These notice boards have been placed in prominent locations on roads within the Yass River Namina area
- Made posts on our Facebook page to raise awareness around fire preparedness and brigade events.

Liz Sage

Community Engagement Representative
Yass River–Nanima Rural Fire Brigade
19 March 2026

Attachment 6: Junior Co-ordinator, Training, WHS and Equipment Reports

TRAINING

Good numbers at training, often in the low 20's even through winter

BF - FF, now brigade based, two FF assessments done with Gundaroo, Back Creek, Sutton, Springfield and Murrumbateman. A couple of members also undertook the RFS FF assessment, so training has prioritised ticking off the prac modules

Other members have undertaken a number of courses.

Some courses are oversubscribed so you may get bumped to the next available course.

Hope to organise an FF practical with our neighbors soon.

JUNIORS

we have a number of Juniors but with one junior regularly attending. The junior where appropriate has participated in regular monthly training. The brigade will explore joining in with a neighbouring brigade such as Back Creek, which does have an active Junior program.

WHS

There were no reported WHS matters in the last 12 months. There has been progress on presumptive cancers linked to fire fighting and clean PPC. However the rep from the RFSA will speak to these items later.

It's important that members ask themselves, "are you fit to deploy" and make their on-site team members aware of any issues such as diabetes.

EQUIPMENT

All Cat 9's weighed across the state to check weight against GVM including individual axle loadings. Estimate that 95% of them in the STZ were overweight. Our cat 9 passed with over 100 kg spare. Many vehicles are allowed only one person until the issue is resolved.

The trucks have generally been reliable and were used at large fires this past summer without issues. Our trucks are all now 25 years plus in age. Our cat 1 is listed for replacement.

The RFS registered quick fill trailers can only be towed with an RFS vehicle. None of our vehicles have tow bars. This issue still has some way to go.

Neville McMartin on behalf of the respective Officers

Attachment 7: Letter Template

25 February 2026

Address

Dear Member,

Ongoing Membership – Yass River-Nanima Rural Fire Brigade.

The brigade is updating our membership list and we are contacting members who have not had contact with us for some time, to check that their details are up to date and understand the level of involvement that each member wishes to have.

Currently the RFS has two levels of membership that are relevant, Ordinary and Associate. Ordinary is designed for members that are involved with the operations of the brigade while Associate is designed for members who wish to support the brigade and receive brigade communications but, step back from active involvement.

By 10 March 2026, by return mail or email (secretary @yass etc), we ask that you please answer the following queries:

1. Do you wish to remain a member of the Yass River – Nanima Rural Fire Brigade?
2. If yes, would you like to remain an Ordinary Member or transfer to Associate Member?
3. If you wish to remain a member/associate, can you please provide/confirm best contact details:
    a. mobile number,
    b. email address,
4. postal address. (Note, these details are stored in a secure environment accessible by the brigade executive only.)

    Would you like to receive communications from the brigade such as the brigade email newsletter. You do not need to be a member to receive the newsletter.

A nil response will indicate that you no longer wish to remain a member of the brigade and we will remove you and the contact details we have associated with you from our register.

Yours sincerely

Andrew Sage

Secretary YRN RFB

Attachment 8:

RFSA UPDATE

Annual Report to Brigade AGM — April 2026

NSW Rural Fire Service Association

Hey everyone — here's a rundown of what the RFSA has been up to this year. It's been a big one.

$200 Fuel Giveaway

$200 in fuel — given away every single day throughout April, May and June.

That's 92 chances to win. No entry form, no hoops to jump through — if you're an RFSA member, you're already in the running. Every single day.

Not a member yet? Get in touch with the RFSA office to join:

- Phone: 02 4723 3400
- Email: enquiries@rfsa.org.au

Who We Are

The RFSA is your representative body — here to back up NSW RFS volunteers and staff at every level of government and within the RFS itself. We're independent, non-union, and recognised under the Rural Fires Act.

With over 70,000 members across 2,000+ brigades covering around 95% of NSW, we've got a lot of people to speak up for. And we take that seriously.

Standing Up for Members

Advocacy is the core of what we do. Here's where we made noise this year — and where it paid off.

Big Win: Presumptive Cancer Laws Expanded

In November 2025, NSW Parliament passed legislation adding ten more cancers to the presumptive workers' comp scheme — the result of years of joint advocacy with the FBEU and AWU.

The newly covered cancers:

- Lung cancer
- Pancreatic cancer

- Thyroid cancer
- Skin cancer
- Female reproductive cancers (cervical, ovarian, uterine, vaginal, vulval)
- Penile cancer

NSW became the first state in Australia to include vulval and vaginal cancers — a genuine national milestone. From 6 August 2025, members diagnosed with these cancers no longer have to prove firefighting caused it. The burden of proof is gone. Previous claims knocked back on causation grounds can also be relodged.

"I'm delighted that they heard those calls and acted." — President Scott Campbell AFSM

Big Win: Better Pay for Seriously Injured Volunteers

At the RFSA Conference, the Minister confirmed that payments for volunteers with permanent injuries from their service will be increased — matching the rate in the general workers' compensation system. After a long fight, this is a huge win for the members who need it most.

RFS Assets, Premises and Funding Inquiry — May 2024

We gave evidence at the NSW Parliament Inquiry, pushing for better resources and infrastructure for brigades. President Campbell appeared before the committee and made our priorities clear.

Access to Public Lands Inquiry — August 2025

We contributed to the Inquiry into Access Restrictions to Public Lands and Waterways — making sure firefighters can actually get to fire grounds when it counts.

Supporting Members

Scholarships

16 recipients — Professional Development Scholarships awarded

$70K — total scholarship value

Scholarships were handed out in December 2025, covering a broad range of studies including Cert IV in Training and Assessment, Bachelor of Emergency Management, Diploma in Business, Diploma in Public Safety, and Bachelor of Organisational Leadership. Open to volunteers and paid staff.

Gary Barton Memorial Youth Scholarship

The tall ship scholarship for young members, aboard the Young Endeavour. The 2024 recipients joined us during the year — a great program that invests in the next generation of RFS leaders.

Family Days

Hundreds of members and their families came out across our three Family Days held during the year. Feedback was overwhelmingly positive. Because let's be honest — the families deserve recognition too.

Chaplaincy, Counselling & Welfare Support

We kept funding the chaplaincy program throughout the year. These folks do incredible work before, during, and after incidents — especially after traumatic ones.

24 members — received direct financial assistance due to fire, flood, illness, or personal hardship

Major Incident Support

When big fires and other incidents hit, we were on the ground — extra refreshments, coffee vans, and clean t-shirts for members working long shifts. Small things that matter when you're running on empty.

Recovery Tour — Mid North Coast Floods

Following severe flooding on the Mid North Coast, we held two evening events at Taree and Macksville, partnering with local musicians Grace + Hugh. Relaxed nights for members and their families to share stories, debrief, and connect with support services. A proper thank you to the volunteers who worked tirelessly through the devastating floods.

Supporting Brigades

RFSA Grants Program

65 brigades — received RFSA grants

$248K+ — total grants distributed

Funding went to computers, air compressors, thermal imaging cameras, minor renovations, roller door motors, furniture, kitchen and laundry appliances, tools, lockers, mowers, and other practical welfare improvements. Every NSW brigade can apply — individually or as a group.

External Grants for Brigades

$645K — non-RFSA grants facilitated by the Association

39 brigades — benefited from externally administered grants

These funds wouldn't be accessible to brigades without the RFSA's assistance in their administration. Quiet, behind-the-scenes work that makes a real difference on the ground.

Portable Fridges for Fire Trucks

110 fridges — supplied to brigades across the state

Part of an ongoing program delivering portable refrigeration to tankers. Practical gear that makes a real difference on long deployments.

RFS Heritage Brigades

We continued supporting the RFS Heritage Brigades at Mudgee and Temora, keeping their historic vehicles in top condition.

Brigade Events

Ongoing support for local district and brigade events throughout the year — anniversaries, exercises, and other activities. We show up.

Key Events

RFSA Conference — Tamworth

500 members — attended the annual conference

A weekend of learning and mateship in Tamworth, with brilliant speakers and an informative exhibition space. The theme was 'Engage, Advocate, Support' — which pretty well sums up what the RFSA is about.

Major Events & Exercises

$390K+ — in event sponsorships this year

We supported major exercises and events across the state, including:

- Western and South Western Area Exercises
- District Exercises in Northern Beaches, Hawkesbury and Chifley Lithgow
- 2025 Australian Fire Cadet Championships
- Rotary Emergency Services Community Awards
- RFS contingent to the 2025 Australasian Police & Emergency Services Games

Australian Fire Cadet Championships — October 2025

Co-hosted with the NSW RFS at Douglas Park. Orchid Hills took first, Mudgee HQ second, Bunbury (WA) third. The RFSA is the primary ongoing sponsor of the NSW RFS Young Members Group and this national event.

Enhanced Learning Opportunities

25 members — sponsored to attend the AFAC conference

We also sponsored the Area Hunter Senior Leaders Forum and South Western Area Command All Staff Forum.

Northern Exercise — Glen Innes

330 RFS volunteers and staff from 12 northern districts participated in the 24th Northern Exercise at Glen Innes Showground. Glen Innes took Crew Performance honours, with Diggings 1A as runners-up.

RFSA Leadership Program — January 2026

A new leadership development program launched for current and aspiring RFS leaders. More to come on this one.

Division 7 Highlights

Division 7 covers the Lake George and Southern Tablelands Districts — here's what stood out this year.

Volunteer of the Year — Richard Alley

Richard Alley from Murrumbateman Brigade took out the inaugural NSW Emergency Volunteer of the Year award in December 2025. He became the youngest ever Brigade Captain in the Southern Tablelands at 19, served as Deputy Group Captain across five brigades, is a chainsaw comp champion, and does serious advocacy work at the state level for volunteers.

A proud moment for Division 7. Well deserved, Richard.

Four Fires in Four Days — January 2026

The start of 2026 was a tough test. Four significant fires hit in extreme heat and high winds:

- 8 Jan — Blue Hills Road, Golspie: 14 ha, contained with aerial and ground resources
- 9 Jan — Bungonia Heights: multiple crews and aerial appliances responded south-east of Bungonia

- 10 Jan — Mummel, near Goulburn: Watch and Act, 50 firefighters on 19 appliances plus water bombers
- 10 Jan — Narrawa, Boorowa Road: fast-moving grass fire, 233 ha by nightfall, 130 firefighters, 55 ground appliances, 7 aerial bombers including a large air tanker from Dubbo

Everything contained. No lives lost. No properties lost. Crews from Goulburn Mulwaree, Yass Valley, Upper Lachlan and South-West Slopes — outstanding work under the most demanding conditions.

Looking Ahead

The coming year brings both opportunities and ongoing challenges. Here's what we're focused on:

- Monitoring the expanded presumptive cancer laws and supporting members through claims
- Ongoing engagement through consultative committees with RFS and government
- Rolling out the new leadership development program
- Growing scholarship and grants programs to meet increasing demand
- Supporting volunteer retention and recruitment across all districts

Get in Touch

Raise issues through your Division 7 Chair and Delegate, or reach us directly:

Division 7 Chair

- Nathan McDonald
- E: nathan.mcdonald2@bigpond.com

RFSA Office

- Website: rfsa.org.au
- Phone: 02 4723 3400
- Email: enquiries@rfsa.org.au
- Post: PO Box 845, Penrith BC NSW 2751
- Office: Suite 11, 69 York Road, South Penrith NSW 2750
- Raffle & welfare fund: rfsaraffle.org.au

Thanks to every NSW RFS volunteer and their family for what you give to your communities. It doesn't go unnoticed.

Attachment 9:

Southern Tablelands Operational Support Brigade

Overview

The Southern Tablelands Operational Support Brigade is actively recruiting non-operational RFS members. The brigade fills a critical role in incident response — providing the coordination, communications, and support infrastructure that keeps frontline crews safe and effective on the fireground.

What Operational Support Members Do

Operational Support members work behind the scenes during incidents, taking on roles that are essential to every response. This includes:

- Radio communications — operating and managing communications equipment during incidents
- Incident support and logistics — ensuring crews have what they need in the field
- Incident Management Team (IMT) functions — specialist coordination and planning support
- Base and staging area management — organising resources at the operational level

Who Should Consider Joining

This brigade is well suited to current non-operational RFS members who want a more active contribution, as well as community members who are looking to support their local crews without taking on firefighting duties. No prior experience is required — the brigade provides full training and mentoring.

Members benefit from a flexible commitment that can be adjusted to suit individual availability, making this an accessible pathway for those balancing work or other commitments.

Key Benefits of Membership

- Meaningful contribution to incident response without operational firefighting duties
- Training in radio operations, IMT functions, and incident coordination
- Structured mentoring and ongoing skills development
- Flexible availability expectations to suit members' schedules
- Supportive team environment with a clear purpose

Training Available

The brigade supports members to gain recognised RFS qualifications. The following training pathways are available to Operational Support members:

- Comms Centre Assistant (CCA) — entry-level communications centre training covering call handling, radio operations, and dispatch support
- Comms Centre Operator (CCO) — advanced communications centre qualification covering independent operation of the comms function during incidents
- Incident Management Team (IMT) — specialist training across planning, operations, and logistics functions within a formal incident management structure
- Computer Aided Dispatch (CAD) — training in the use of dispatch and resource tracking systems to support operational coordination

All training is delivered with mentoring support. Members are not expected to arrive with prior qualifications — the brigade will assist in identifying the right pathway based on individual background and availability.

Contact & Expressions of Interest

Members or community contacts interested in joining are encouraged to reach out directly to the brigade. The brigade welcomes enquiries and can discuss how membership might fit individual circumstances.

Email: stsuppbrigade@gmail.com

Attachment 10: Agenda

ANNUAL GENERAL MEETING

Saturday 2 May 2026, 6.30pm
Yass River-Nanima Fireshed,
322 Greenwood Rd, Murrumbateman

AGENDA

1 Meeting open

2 Determination of Quorum

3 Apologies

4 Declaration of Proxies

5 Acceptance of previous minutes

Annual General Meeting Minutes held 10 May 2025 (Attached)

6 Business arising from previous minutes

7 Annual Reports

CAPTAIN'S REPORT
PRESIDENTS REORT
TREASURER'S REPORT (includes AUDITOR'S REPORT)
CATERER'S REPORT
COMMUNITY ENGAGEMENT REPRESENTATIVE'S REPORT
JUNIOR CO-ORDINATOR'S REPORT
EQUIPMENT OFFICER'S REPORT
TRAINING OFFICER'S REPORT
WHS OFFICER'S REPORT

8 Membership Matters

Probationary brigade members that the captain proposes be made ordinary brigade membership:

Antony Austin, Samuel Eade, Clem Hein-Alati, Anthony Kirk, Simon McGrath – transfer from Murrumbateman, Timothy Porter, Troy Shelsher - transfer from Beacon Hill, Rowan Shelsher - transfer from Beacon Hill, Nathan Stapleton and Sarah Watson

Brigade members to be removed from the brigade register:

Garry Curran, Chloe Curran, Francisca Darmody, Christopher Darmody, Francesca Scully, Mark Wagstaff and Kerry Wagstaff

9 Proposal to reduce AGM quorum % requirement

Proposed motion:

'That this meeting agree that the 25% quorum for Yass River-Nanima Rural Fire Brigade be amended to 20%.'

Information paper attached.

10 Determination of number of deputies for the upcoming year

11 Appointment of a returning officer

12 Elections

All office holder positions are declared vacant. Proxies can be exercised in the elections for office-bearers.

- Captain
- President
- Secretary
- Treasurer
- Senior Deputy
- Deputy captains, number as determined at Item 10
- Catering Officer
- Community Engagement Representative
- Junior Co-ordinator
- Equipment Officer
- Training Officer
- Work, Health & Safety Officer

13 Set an Annual Brigade Subscription fee

14 Appointment of auditor

15 Permit officers

16 Constitution Review

17 Other Business

18 Next meeting

19 Close