



SERVICE STANDARD 2.1.3

BRIGADE REGISTERS

ITEM	DESCRIPTION
Version Number	2.1
SOPs	> None
Owner	Executive Director, Operations
Contact	Director, Regional Services
Approved Date	30 July 2018
Effective Date	31 July 2018
Next Review Date	30 July 2023
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 This Service Standard states the responsibilities of rural fire brigades and rural fire districts in relation to brigade registers.
- 1.2 The development and maintenance of a brigade register is a requirement under section 20 of the *Rural Fires Act 1997*.

2 Policy

- 2.1 Each rural fire brigade must maintain a current brigade register which records:
 - a. the name of the brigade;
 - b. the name and date of birth of each member of the brigade;
 - c. the position, rank and status held by each member of the brigade;
 - d. a telephone number for each member of the brigade and other appropriate emergency contact details.
- 2.2 It is each rural fire brigade's responsibility to provide updated membership details to the NSW Rural Fire Service (NSW RFS) human resource database, via the Fire Control Centre or the MyRFS website.
- 2.3 It is the responsibility of the district manager to ensure the NSW RFS human resource database reflects the current membership details within the district.
- 2.4 Each year, prior to the brigade annual general meeting (AGM), the district's manager will provide the secretary with the brigade members contact details as a reminder to update this information and submit it to the district manager following the AGM.
- 2.5 Information contained in brigade registers and the NSW RFS human resource database is used to facilitate the efficient call-out of members and as a record of membership status and history.

- 2.6 Brigades are advised that the information included in brigade registers and NSW RFS human resource database is subject to the *Privacy and Personal Information Protection Act 1998* and Service Standard 1.1.14.

3 Related documents

- > [Rural Fires Act 1997](#)
- > [Privacy and Personal Information Protection Act 1998](#)
- > [Service Standard 1.1.14 Personal Information and Privacy](#)
- > [Service Standard 1.1.21 Stand Down/Removal from Membership & Notification of Criminal Charges & Convictions](#)
- > [Service Standard 2.1.2 Brigade Constitution](#)
- > [Service Standard 2.1.6 Joining the RFS as a Volunteer Member \(including Transfer Applications\)](#)

4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 September 1999	1.0	Initial release
15 October 2001	1.1	<ul style="list-style-type: none"> > Repealed and remade SS 2.1.3 v1.0 > Clauses 2.6, 2.7 and 7 updated > Application for Membership/Transfer Form attached
13 May 2003	1.2	<ul style="list-style-type: none"> > Repealed and remade SS 2.1.3 v1.1 > Title changed from “membership of Brigades” to “Brigade Registers” > “Application for Membership/Transfer “Form updated
17 January 2005	1.3	<ul style="list-style-type: none"> > Repealed and remade SS 2.1.3 v1.2 > Document owner updated > Clause 2.7 updated
21 January 2005	1.4	<ul style="list-style-type: none"> > Repealed and remade SS 2.1.3 v1.3 > “Application for Membership/Transfer “Form updated > Application for Junior Membership included > Clause 2.7 updated
May 2007	1.5	<ul style="list-style-type: none"> > SS 2.1.3 v1.5 repealed
11 June 2009	2.0	<ul style="list-style-type: none"> > Reinstated SS 2.1.3 and updates v1.5 > Complete review > Clause 2.4 added
30 July 2018	2.1	<ul style="list-style-type: none"> > Repeals and remakes SS 2.1.3 v2.0 > Minor administrative amendments for consistency > Change of terminology - DTZ to District