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.
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

<table>
<thead>
<tr>
<th>AMENDMENT DATE</th>
<th>VERSION NO</th>
<th>DESCRIPTION</th>
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<tr>
<td>1 September 1999</td>
<td>1.0</td>
<td>Initial release</td>
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<td>15 October 2001</td>
<td>1.1</td>
<td>Repealed and remade SS 2.1.3 v1.0</td>
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<td>13 May 2003</td>
<td>1.2</td>
<td>Repealed and remade SS 2.1.3 v1.1</td>
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<td>17 January 2005</td>
<td>1.3</td>
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<td>21 January 2005</td>
<td>1.4</td>
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<td>May 2007</td>
<td>1.5</td>
<td>SS 2.1.3 v1.5 repealed</td>
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<td>11 June 2009</td>
<td>2.0</td>
<td>Reinstated SS 2.1.3 and updates v1.5</td>
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<td>30 July 2018</td>
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<td>Repeals and remakes SS 2.1.3 v2.0</td>
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Minor administrative amendments for consistency
Change of terminology - DTZ to District