



GENERAL

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A GUIDE FOR BRIGADE MEMBERS

STEP 1:

FAMILIARISE YOURSELF WITH THE TABLE OF CONTENTS AND THE STRUCTURE OF THE BRIGADE MANUAL

The Manual is divided across the four Functional Management areas:

- Black – Managing Operations**
- Green – Working with the Community**
- Red – Supporting Our People**
- Blue – Conducting Business**

The Business Rules themselves provide an overview of an activity that Brigade Members may need to deal with and to how best approach that particular activity. In most cases the Business Rule links to other relevant information, forms and core documents (e.g. legislation, operations doctrine) which provide greater detail about the activities.

STEP 2:

USE THE MANUAL

When a situation arises that you are unsure how to manage, refer to the Brigade Manual and follow the appropriate Business Rule.

Some Helpful Hints

- Some of the activities listed in the Manual may not apply to your Brigade. Simply don't use them if you have no need for them.
- Each Business Rule has been given a unique number e.g. *A.1.2 – Hazard Reduction Programs*.
- The Business Rules are all on the Brigade Manual CD.
- Please feel free to contact your Area Director Rural Operations if you need help.
- Please use the Rural Fire Brigade Manual Change Form if you have ideas to improve the Business Rules. This form is available in the front of this Manual.

REMEMBER...

The Brigade Manual is a guide designed to assist you to quickly identify how to undertake certain activities and duties. In most cases, the Brigade Manual refers to other core documents, such as the Operations Doctrine, which provide greater detail on specific areas, activities and processes. In all cases, core documents are to take precedence over the Business Rules contained in this Brigade Manual.