



GENERAL

Version 1.1
Valid from: 01/07/2007

TABLE OF CONTENTS

INTRODUCTION

- i. Introduction
- ii. How to Use the Rural Fire Brigade Manual
- iii. Rural Fire Brigade Manual Change Form

MANAGING OPERATIONS

A 1. MITIGATION

- A1.1 Protecting the Environment
- A1.2 Hazard Reduction Programs

A 2. RESPONSE

- A2.1 Operational Planning in the iZone
- A2.2 Pre Fire Season Checklist
- A2.3 Radio Communications
- A2.4 Operations Doctrine
- A2.5 Participating in Intra-State and Inter-State Task Forces
- A2.6 Providing Information about an Incident to the Public
- A2.7 Property Handovers and Post Bushfire Processes
- A2.8 Road Accident Rescue
- A2.9 Compliance with Traffic Regulations
- A2.10 Care of Personal Equipment
- A2.11 Prepare, Stay and Defend or Go Early

WORKING WITH THE COMMUNITY

**B 3. COMMUNITY
AWARENESS AND
EDUCATION**

- B3.1 Providing Advice to the Community on Managing Bushfire Risk
- B3.2 Ordering Community Awareness Material
- B3.3 Displays and Promotions
- B3.4 Promoting the Installation of Smoke Alarms
- B3.5 Brigade Role in Disasters

SUPPORTING OUR PEOPLE

**C 4. VOLUNTEER
MANAGEMENT
AND SUPPORT**

- C4.1 Application for Membership
- C4.2 Membership Classes
- C4.3 Criminal History Checks
- C4.4 Volunteers Under 18 Years of Age
- C4.5 Volunteer Induction
- C4.6 Termination of Membership
- C4.7 Membership Roles
- C4.8 Medals and Medallions
- C4.9 Certificates of Appreciation
- C4.10 Naming of Appliances
- C4.11 Royal Humane Society of Australia
- C4.12 Workplace Health and Safety
- C4.13 Counselling and Support Services
- C4.14 Injury Support and Rehabilitation Services (Plus IR Forms A & B)
- C4.15 Wearing of QFRS Station Wear

CONDUCTING BUSINESS	
C 5. TRAINING	C5.1 Delivery of Training C5.2 Training Officers C5.3 First Aid Training C5.4 Operational Exercises C5.5 Driver Training
C 6. ACCESSING INFORMATION	C6.1 Mapping and GIS Services C6.2 Rural Fire Bulletin C6.3 Volunteer Portal C6.4 Websites C6.5 Appropriate Use of Government Computers
CONDUCTING BUSINESS	
D 7. BRIGADE ADMINISTRATION	D7.1 Brigade and Volunteer Records D7.2 Information Privacy D7.3 Brigade Classifications D7.4 Brigade Boundary Changes D7.5 Brigade Finances - General D7.6 Rural Fire Levy D7.7 Donations D7.8 Fee for Services Rendered D7.9 Art Unions, Bingo and Private Raffles D7.10 Operating an Account with a Financial Institution D7.11 QFRS Equipment Invoices D7.12 GST D7.13 Dissolution of Brigade D7.14 Gambling Community Benefit Fund D7.15 Jupiters Casino Community Benefit Fund D7.16 Code of Conduct D7.17 Equity and Harassment D7.18 Public Liability Insurance D7.19 Brigade Appliance Insurance D7.20 Insurance of Privately Owned Vehicles D7.21 Insurance of Private Equipment (Other than Vehicles) D7.22 Brigade Equipment and Station Insurance D7.23 Legal Matters D7.24 Protection from Liability D7.25 Incident Reporting (Including IR Forms A & B) D7.26 Social Clubs D7.27 Brigade Constitution D7.28 Meeting Procedure D7.29 Ambulance Levy (Including Application Form) D7.30 Preparing and Submitting Correspondence
D 8. ASSETS AND EQUIPMENT	D8.1 Fire Stations – Acquiring Land D8.2 Fire Station – Construction D8.3 Use of Fire Stations D8.4 Official Events, Including Appliance Handovers D8.5 Stocktakes of Brigade Equipment D8.6 Use and Storage of Brigade Equipment D8.7 Appliances D8.8 Subsidised Equipment D8.9 Personal Protective Equipment (PPE) D8.10 Communications Equipment D8.11 Breathing Apparatus (BA)
D 9. RURAL FIRE BRIGADE GROUPS	D9.1 Rural Fire Brigade Groups