

What I Need to Know

- There are numerous reasons for termination of a Rural Fire Brigade membership. They can be categorised under:
 - voluntary termination
 - involuntary termination

Voluntary termination can occur when a member:

- leaves the local community
- is unable to perform this/her agreed functions
- is unwilling to continue as a member of the brigade.

Involuntary termination can occur when:

- a member dies
 - the member consistently fails to attend brigade activities
 - does not meet the behaviour stipulated in the DES Code of Conduct
 - the member demonstrates characteristics which impact negatively on the brigade or its ability to carry out its duties.
- A brigade has the right to rescind the membership of a person and this determination is usually made by the management committee.
 - The management committee has a responsibility to ensure that the member has an opportunity to present his/her case before a decision is made.

How I do it

Voluntary Resignation

- You may resign from the brigade at any time.
- Make your resignation in writing to the First Officer by completing the attached Member Resignation Form.
- The secretary then amends brigade membership records accordingly.
- The secretary then forwards the resignation form to the Area Office.

Exit Interview and Peer Support

- As a brigade management committee member, offer resigning members the opportunity to explain their reasons for leaving the brigade.
- Seek any feedback they may have for improving the brigade and the way it operates to serve the local community.
- Where resignation results from critical incident stress or any work related stressful situation, offer members the opportunity to receive support through the QFRS peer support system. Refer to *Counselling & Support Services - Peer Support*.

Notification of Deceased Members

- The Secretary notifies the Area Office when a member of the brigade dies or suffers a permanent disability that precludes him/her from performing as a brigade member in any capacity.

Involuntary Resignation

- When a member is considered for involuntary resignation, ensure that the following steps are taken:
 - the brigade member is alerted to the issue and given the opportunity to respond to/explain the allegation, using mutually acceptable third party support if desired
 - the member is given the opportunity to remedy the situation/behaviour within a designated timeframe
 - the member is informed of his/her rights including the right to appeal.
- Should the member fail to remedy the situation/behaviour, the brigade management committee convenes to consider the case.
- The committee assembles the relevant information and refers it, together with a recommendation, to the Area Director, Rural Operations.

Reference Materials

- Area Reference Manual - Business Rule: D4.2.4 Manage Legal Matters
- Rural Fire Brigade Manual – D7.23 Legal Matters
- Rural Fire Brigade Manual - D7.27 Brigade Constitution
- Member Resignation Form

RURAL FIRE BRIGADE
Member Resignation

Surname:	Other Names:	Position:
-----------------	---------------------	------------------

I hereby tender my resignation to be effective as of	Date: __/__/__
I wish to state the following reasons for resignation (optional)	
<i>(If needed – please add any other comments on a separate sheet of paper)</i>	
I have returned all Personal Protective Equipment issued to me:	YES / NO
Member Signature:	Date: __/__/__

NOTED BY FIRST OFFICER

Brigade:	Member Records Updated:	YES / NO
Name:		
Signature:		Date: / /

NOTED BY AREA DIRECTOR

Name:		
Signature:	Date: / /	
Area:		

AREA OFFICE ACTION

RIMS Updated:	YES / NO
Date:	__/__/__
Comments (if necessary):	

ADMINISTRATION OFFICER INITIALS: _____