

What I Need to Know

- The brigade secretary is responsible for ensuring that all records, including financial and membership, are retained and secure. The types of records that need to be maintained may include but are not restricted to:
 - Volunteer membership records
 - Brigade financial records
 - Community grant applications
 - Incident records (RF14s)
 - Equipment register
 - Training register.

Freedom of Information

- Brigade members need to be aware that every person has a general right to seek access to all documents held by government agencies, subject to specific exemptions necessary to protect the workings of government, business and personal affairs and that brigade documents are considered official government documents.
- The *Freedom of Information (FOI) Act 1992* provides a formal means of accessing documents held by government and ensures that documents concerning the personal affairs of persons are accurate, complete, up-to-date and not misleading. The objective of the Freedom of Information Act is to extend as far as possible, the right of the community to have access to information held by the Queensland Government. The right of access extends to documents created at any time. Applicants are not required to demonstrate a “need to know”.

How I do it

- For information regarding management of volunteer records refer to either the Brigade Treasurer Booklet or Brigade Secretary Booklet.

Reference Materials

- Area Reference Manual - Business Rule: D3.1 Maintain the Currency and Accuracy of Volunteer Records
- Brigade Treasurer Booklet
- Brigade Secretary Booklet
- *Freedom of Information Act 1992*