

What I Need to Know

- The Minister for Emergency Services likes to have involvement in official brigade functions. This includes vehicle handovers, station openings, medal presentations and other significant brigade or group events.
- When requested, the Minister does endeavour to attend all QFRS functions. To increase the possibility of the Minister's attendance, precise information regarding the event should be provided in the quickest possible timeframes, once an event has been planned.
- A Minister's representative will liaise with the arranging source (Area Director Rural Operations) to establish times, dates, venue, others in attendance and the agenda.

How I do it

- A Rural Fire Brigade member contacts the Rural Operations Area Office to discuss the details of the event for which they request the Minister's attendance.
- Both the Brigade and the Area Office will then make a decision as to whether it is appropriate to invite the Minister to the event.
- Once the decision has been made to proceed, the brigade will need to provide the Area Office with:
 - Precise details of the proposal
 - A range of suitable dates. Whenever possible, do not supply one fixed date as the Minister has a hectic schedule and a wider range of dates will help to ensure the Minister's attendance.
 - All communication from the brigade to the Minister's office is via the Rural Operations Area Office.
- Once attendance is determined, confirmation will be forwarded via the Area Office to the brigade event organiser.
- There may be instances where the Minister is unable to attend due to other commitments. On these occasions, a representative may be chosen to attend the event on behalf of the Minister. This person may be either a Member of Parliament or a Departmental representative.

Reference Materials

- Rural Fire Brigade Manual – Business Rule: D7.27 Brigade Constitution
- Area Reference Manual – Business Rule: D4.1.5 – Plan and Coordinate Appliance Handovers and Other Events
- Department of Emergency Services Code of Conduct