

What I Need to Know

- Rural fire brigades use a wide range of equipment to carry out their duties. All equipment must be safe to use and must be used in a safe manner.
- It is the responsibility of each brigade to advise its Area Director, Rural Operations of its equipment requirements. For major items of equipment such as slip-ons and trailers, this advice must ideally be prior to the commencement of the financial year.
- The financial ability of QRFS Rural Operations to provide free or subsidised equipment is limited by the funds available. Risk management profiles (Refer to 'Brigade Classifications' in the *Rural Fire Brigade Manual*) assist in determining the appropriate levels of equipment.

Equipment Catalogue and Price List

- RFS produces a catalogue of available equipment complete with illustrated descriptions. Copies of the catalogue are available from the Rural Operations Area Office. QRFS Rural Operations produces a price list for all equipment, which is also available from the Area Office. The price list is revised on an annual basis and a copy is forwarded to all brigades. Prices in the list are in force one year after the date shown on the front page of the list.

How I do it

- Access information on available items in the Equipment Catalogue and Equipment List. These are sent to the brigade secretaries each year. The latest version of each document is available on the Volunteer Portal or from the Area Office.
- Complete the equipment order form, clearly filling out all of the required fields with details from the Equipment List.
- The brigade secretary signs the form but must consult with a brigade officer when an order is for an item in excess of \$500.00 (GST inclusive).
- Send the completed order form to the Area Office for approval and processing.

Return of Equipment

- Where items have been incorrectly ordered, supplied or arrive in a damaged condition, the brigade may choose to return it.
- Contact the Area Office as soon as possible. If damage is noticed on delivery, sign the delivery docket noting that the goods were damaged. (Goods will be accepted for return only where they were incorrectly supplied, faulty or damaged.)
- Return goods within 3 months for replacement or credit. A copy of the original brigade requisition **must** be attached.

Reference Materials

- Equipment Catalogue
- Equipment List
- Brigade Requisition Form