



HAWKESBURY RFS

Phone: 45606400 • Fax: 45751475

BRIGADE ACTIVITY REQUEST

The _____ Rural Fire Brigade requests to carry out the activity of: _____
(name of activity)

located at: _____ on: _____ (date/s)

This activity is for the purpose of: Fundraising Brigade Training District Training
 Community Engagement Pile Burn Other:

Where so authorised, the following conditions will apply:

1. Brigade vehicles must not be used for any other purpose than for the activity stated above;
2. Brigade members must be dressed in the appropriate Rural Fire Service uniform, unless otherwise approved, with uniforms presented in a clean and tidy condition;
3. The image of the Rural Fire Service is to be upheld at all times throughout the conduct and actions of Brigade members involved in the activity with all members adhering to the RFS Code of Conduct (Service Standard 1.1.7 Code of Conduct and Ethics);
4. When a Brigade vehicle is requested to be made available for incident calls, the vehicle must be positioned with adequate crew, to be ready to respond as required by the Duty FCO;
5. Additional conditions as marked:
 - Members involved are to have obtained prohibited persons clearance.
 - Fundraising activities are to be in compliance with requirements of Service Standard 1.1.16 Fundraising Activities (Provision of Goods and Services).
 - The consumption of alcohol or any prohibited substance is not permitted whilst members are participating in the activity and or dressed in Rural Fire Service uniform.
 - No children on RFS vehicles unless directly supervised by their parent/guardian
 - The Captain or delegate is to supervise the actions of persons attending and to ensure all conditions listed above are met.
 - Any approach to media organisations is to be approved by the FCO or Duty FCO.
 - Safe food handling guidelines to be adhered to and supervision to be provided by suitably qualified personnel.
 - Live Fire Activity (conducted as per Live Fire SOP 6.1.5-1 to 6.1.5-6)

The above mentioned activity requests the use of the following vehicles & purpose _____

Vehicle(s) required to be available for a response: Yes No (ticked by FCO/Duty FCO only)

Date Submitted: ____ / ____ / ____

Signed: _____
Captain / Capt Representative Sign & Print Name

Approved / /
Not Approved _____

Signed: _____
District Manager or Delegate Sign & Print Name

Brigade Advised of approval ____ / ____ By: Email Fax Telephone Mail

Internal Notification: Manager Operations Community Safety Learning & Development

Update Activity Board Copy Sent to NSWFB Advised Yes / No

ACTIVITY PROPOSAL TO BE REQUESTED 5 DAYS PRIOR TO ACTIVITY DATE