



# SERVICE STANDARD 2.1.2 BRIGADE CONSTITUTION

ITEM	DESCRIPTION
Version Number	Draft v3.0
SOPs	<ul style="list-style-type: none"><li>› SOP 2.1.2 - 1 Constitution Review</li><li>› SOP 2.1.2 – 2 Brigade Management Handbook</li></ul>
Owner	Executive Director, Operations
Contact	Director, Regional Services
Approved Date	DD MMM YYYY
Effective Date	DD MMM YYYY
Next Review Date	DD MMM YYYY
Document Control	Electronic - Printed Copies are Uncontrolled

## 1 Purpose

1.1 This Service Standard sets out the form of the constitution for Rural Fire Brigades that has been approved by the Commissioner pursuant to clause 4 (1) of the Rural Fires Regulation, 2013 and the procedures to be followed in relation to its implementation.

## 2 Policy

- 2.1 The constitution of a rural fire brigade is to be in the form of the Brigade Constitution (2016) set out in Annexure 1.
- 2.2 The Brigade Constitution (2016) will commence at 00:01 hours on 1 July 2017 at which time it will replace any previous constitution.
- 2.3 The members of each rural fire brigade must consider whether or not they wish to adopt any brigade rules pursuant to clause 12 of the Brigade Constitution (2016) prior to the date on which the Brigade Constitution (2016) commences.
- 2.4 Rural fire brigades may make one or more brigade rules in accordance with clause 12 of Brigade Constitution (2016) prior to it commencing. Where a brigade rule is made in accordance with the provisions of clause 12 of the Brigade Constitution (2016) before 00:01 hours 1 July 2017, it will not have any effect until that time.
- 2.5 District Managers must cause a brigade rule to be posted to MyRFS within 21 days of the date on which they approve the rule pursuant to clause 12.7 of the Brigade Constitution (2016).
- 2.6 Rural fire brigades must review the Brigade Constitution (2016) annually and submit any proposal or suggested amendments in accordance with SOP 2.1.2-1.

### 3 Related Documents

- › [Rural Fires Act 1997](#)
- › [Rural Fires Regulation 2008 Part 2 Clause 4](#)
- › [Income Tax Assessment Act 1997S 30-15](#)
- › [The Brigade Constitution \(2016\)](#)
- › [The Brigade Management Handbook](#)
- › [Service Standard 1.5.1 Management of NSW RFS Policy Documents](#)
- › [Service Standard 1.1.2 Discipline](#)
- › [Service Standard 1.1.3 Grievance](#)
- › [Service Standard 1.1.9 Child Related Activities](#)
- › [Service Standard 1.1.16 Fundraising Activities \(Provisions of Goods and Services\)](#)
- › [Service Standard 1.1.21 Stand Down/Removal from Membership and Notification of Criminal Charges and Convictions](#)
- › [Service Standard 1.4.1 Organisational Communication](#)
- › [Service Standard 2.1.1 Formation and Disbandment of Brigades and Groups of Brigades](#)
- › [Service Standard 2.1.4 Appointment of Field and Group Officers](#)
- › [Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities](#)
- › [Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member \(including Transfer Applications\)](#)
- › Service Standard 2.1.14 Management of Deductible Gift Recipient Status for NSW RFS Brigades
- › [Service Standard 6.1.2 Qualifications for NSW RFS Members](#)

### 4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 September 1999	1.0	Initial release
14 August 2006	2.0	New Model Constitution
8 August 2013	2.1	Review to incorporate new requirements – addition of clause 15 to constitution template and associated amendments to SOP 2.1.2-1 clauses 2.2, 2.3, 2.5, 2.6, 2.7, 2.8 and 2.13
TBA	3.0	Comprehensive review to align with Rural Fires Regulation 2013

# SOP 2.1.2-1

## Brigade Constitution Review

### 1 Purpose

- 1.1 The purpose of this Standard Operating Procedure is to provide a standard method of reviewing and amending the Brigade Constitution (2016).

### 2 Procedures

#### Request for Constitution Review

- 2.1 A rural fire brigade may submit a proposal or suggested amendment using the document 2.1.2-1 Constitution Review Request Form.
- 2.2 Completed forms are to be sent to [constitution.review@rfs.nsw.gov.au](mailto:constitution.review@rfs.nsw.gov.au) or posted to Locked Bag 17 GRANVILLE NSW 2142 marked *Constitution Review*.

#### Constitution Review Committee

##### Committee Membership

- 2.3 Membership of the Constitution Review Committee (CR Committee) will be determined by the Commissioner in consultation with the NSW Rural Fire Service Association Inc.
- 2.4 The Commissioner may utilise a working group within the existing consultative committee structure as prescribed in Service Standard 1.1.18 NSW RFS Consultative Committees.

##### Committee Process

- 2.5 The CR Committee must meet annually to consider any proposal or suggested amendment submitted since the last meeting of the CR Committee.
- 2.6 After considering the proposals and suggested amendments the CR Committee must consult with the members of the NSW RFS on any proposed constitutional change to the satisfaction of the Commissioner.
- 2.7 Any period of consultation must not be less than 3 months.
- 2.8 At the conclusion of the consultation period the CR Committee must prepare and submit to the Commissioner:
  - a. a Draft amended Brigade Constitution; and
  - b. a Report on any proposals and suggested amendments, submissions received by the CR Committee's deliberations which includes a summary of those submissions and any recommendations for the amendment or future development of the Brigade Constitution.

#### Amendment of the Brigade Constitution

- 2.9 After considering any recommendations of the CR Committee the Commissioner may submit proposed amendments to the Brigade Constitution to the responsible authority for each rural fire brigade with a recommendation that it approve the amendments for the purpose of clause 4 (1) of the Rural Fire Regulation 2013.
- 2.10 Upon approval of any amendments to the form of the Brigade Constitution by the responsible authority the amendments must be posted to MyRFS and will commence 21 days after the day on which they are posted unless the amendment specifies another commencement date.

**Notes:**

- › The responsible authority is the entity (local authority or the Commissioner) that formed the rural fire brigade - see clause 23 of the Rural Fires Regulation, 2013.
- › All responsible authorities have entered into a rural fire district service agreement pursuant to section 12A of the *Rural Fires Act 1997* which provide for the Commissioner to exercise the functions imposed on them by clause 4(1) of the Rural Fires Regulation, 2013 with respect to approving the form of the constitution for a rural fire brigade.

### **3 Related forms**

- › Form 2.1.2-1 Constitution Review Request

# SOP 2.1.2-2

## BRIGADE MANAGEMENT HANDBOOK

### 1 Purpose

- 1.1 The purpose of this Standard Operating Procedure is to establish a Brigade Management Handbook

### 2 Procedures

#### Establishment of the Brigade Management Handbook

- 2.1 The Commissioner in support of the Brigade Constitution (2016) may develop a Brigade Management Handbook (the Handbook).
- 2.2 The Handbook will be a guiding document in the interpretation and management of the Brigade Constitution for District, Group and Brigade Officers.
- 2.3 The Handbook will cover sufficient topics to allow the effective and efficient operation of a NSW RFS Rural Fire Brigade.
- 2.4 The Handbook will be reviewed annually when the Constitution Review Committee (CR Committee) meets.

#### Handbook Review Process

- 2.5 The CR Committee must meet annually to consider any proposal or suggested amendment submitted since the last meeting of the CR Committee.
- 2.6 After considering the proposals and suggested amendments the CR Committee must consult with the members of the NSW RFS on any proposed handbook change to the satisfaction of the Commissioner.
- 2.7 Any period of consultation must not be less than 3 months.
- 2.8 At the conclusion of the consultation period the CR Committee must prepare and submit to the Commissioner:
  - c. a Draft amended Brigade Management Handbook; and
  - d. a Report on any proposals and suggested amendments, submissions received by the CR Committee's deliberations which includes a summary of those submissions and any recommendations for the amendment or future development of the handbook.

#### Amendment of the Brigade Management Handbook

- 2.9 After considering any recommendations of the CR Committee the Commissioner may submit proposed amendments to the Brigade Management Handbook to the responsible authority for each rural fire brigade with a recommendation that it approve the amendments for the purpose of clause 4 (1) of the Rural Fire Regulation 2013.
- 2.10 Upon approval of any amendments to the form of the Brigade Constitution (2016) by the responsible authority the amendments must be posted to MyRFS and will commence 21 days after the day on which they are posted unless the amendment specifies another commencement date.

**Notes:**

- › The responsible authority is the entity (local authority or the Commissioner) that formed the rural fire brigade - see clause 15 of the *Rural Fires Act 1997*.
- › All responsible authorities have entered into a rural fire district service agreement pursuant to section 12A of the *Rural Fires Act 1997* which provide for the Commissioner to exercise the functions imposed on them by clause 4(1) of the Rural Fires Regulation, 2013 with respect to approving the form of the constitution for a rural fire brigade.

### **3 Related forms**

- › Form 2.1.2-2 Handbook Review Request

## SERVICE STANDARD 2.1.2 – BRIGADE CONSTITUTION

### Form 2.1.2 - 1 Brigade Constitution Amendment Form

Brigade	
Region	
Submitting Officer	
Contact Number	
Email	

#### DETAILS OF THE MATTER TO BE REVIEWED

*Detail below the section of the brigade constitution that you wish for the brigade constitution review committee to review.*

#### REASON FOR THE REVIEW

*Detail below why the committee should amend the brigade constitution and detail how the current provisions have not meet your needs.*

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**DESIRED OUTCOME**

*Detail below the desired outcome you seek from the review committee.*

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Please send your completed submissions to:

Regional Services  
Locked Bag 17  
GRANVILLE NSW 2142

Or by email

[regional.services@rfs.nsw.gov.au](mailto:regional.services@rfs.nsw.gov.au)



## SERVICE STANDARD 2.1.2 – BRIGADE CONSTITUTION

### Form 2.1.2 - 2 Brigade Management Handbook Amendment Form

Brigade	
Region	
Submitting Officer	
Contact Number	
Email	

#### DETAILS OF THE MATTER TO BE REVIEWED

*Detail below the section of the handbook that you wish for the brigade constitution review committee to review.*

#### REASON FOR THE REVIEW

*Detail below why the committee should amend the brigade management handbook and detail how the current provisions have not meet your needs.*

## DESIRED OUTCOME

*Detail below the desired outcome you seek from the review committee.*

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Please send your completed submissions to:

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