

## Proper Use of ACT RFS Property & Equipment

The ACT Rural Fire Service Chief Officer has issued this service standard under Section 38(1) of the *Emergency Act 2004* – A Chief Officer may determine standards and protocols.

### Purpose

This service standard is to inform members of the ACT Rural Fire Service (ACT RFS), both volunteer and staff, of the standards required for the proper use of ACT RFS property and equipment, reporting loss and damage, and obtaining approvals for use, when required.

### Scope

This service standard is applicable to all personnel from the ACT Rural Fire Service brigades, as defined in the Emergencies Act 2004.

### Background

ACT RFS resources, including property, fire-fighting and station equipment, clothing, personal protective equipment (PPE), personal protective clothing (PPC) and vehicles should only be used for official RFS purposes except where approval has been obtained from the RFS Chief Officer or their delegate.

Insurance and compensation provisions may be compromised if vehicles or other resources are used without appropriate notification or approval.

Official uses include:

- all operational activities (prevention, preparedness, response and recovery)
- training
- brigade activities, including appropriate fund-raising activities
- community education and volunteer recruitment.

The ACT RFS Chief Officer (CO) or a delegate must approve any non-official use of ACT RFS resources.

### Responsibilities

Members (including volunteer and staff members)	Must comply with instructions on use of ACT RFS property and equipment.  Check serviceability of RFS property, PPE and equipment before use.
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	May not use ACT RFS resources for non-official use, unless approved by the RFS CO or delegate.
Equipment Manager	Report all faulty, lost or damaged equipment to ACT RFS HQ.
Brigade Executives	Ensure only authorised use is made of all ACT RFS resources, including property, fire-fighting and station equipment, clothing, PPE, PPC and vehicles.  Ensure appropriate PPC is used for all active incidents, training and fire suppression activities.
ACT RFS Director, Operations	Ensure appropriate claims are made for damaged, lost or faulty equipment and replacements organised.
ACT RFS Chief Officer (CO) ACT RFS Duty Officer (DO) ACT RFS Community Education	Approve non-official use of RFS resources where appropriate.  Approve use of RFS resources outside the ACT where appropriate.

## Standard

### Notifications and approvals

All vehicle use for operational purposes, excluding training, must be assigned to an incident in ComCen. This is normally completed by the DO.

Brigade activities, including fund-raising and volunteer recruitment, which use RFS property, equipment or resources, should be notified in advance to the RFS DO who will confirm approval. See 1.3.1 Community Ed and Non-fire Ops Activities Service Standard.

For community education activities, notify the ACT RFS Community Engagement Officer.

CO or delegate approval is required for use of RFS resources, property or equipment for operational or training activities outside the ACT.

### Reporting incidents and damage

The driver must report all incidents that occur while in charge of an ACT RFS vehicle to the RFS DO.

Members should report all faulty or damaged RFS resources, including property, vehicles and equipment to the Brigade Equipment Officer. The Equipment officer must report these to the RFS DO.

The ACT RFS Director, Operations will ensure that appropriate claims are made for damaged, lost or faulty equipment and replacements organised.

### Personal use

ACT RFS equipment, resources or property **are not to be used** by members for personal use.

ACT RFS vehicles **are not to be used** for private functions, such as school formals or weddings, or for transporting non-RFS personnel, except where approval has been obtained from the RFS Chief Officer or their delegate.

### Non-official use

The CO or delegate may approve non-official use of RFS property, equipment or resources where it is considered to be:

- in the interests of the organisation as a whole
- in the wider public interest (for example community activities encouraged by the ACT Government and deserve support).


Before approval, consider whether the activity:

- provides benefits to the operational role of volunteers, such as the opportunity for practical application of skills
- provides benefit to the Brigade by supporting the brigade's relationship with the local community
- would disadvantage other legitimate service providers
- is likely to harm or bolster the public profile of the ACT RFS
- would incur a financial cost to the organisation.
- could contain unreasonable risk or injury or damage
- could compromise the availability of resources for operational requirements.

## Version history

Author	Version	Version Approval Date	Summary of Changes
Andrew Stark	1.0	15/02/11	Version 1
Carmel Summers	2.0	16/03/2020	Reviewed and updated to specify station equipment.
Steve Quinlan	3.0	01/03/2023	Administrative review. Change Manager Operations to Director of Operations

## Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		09/02/2024

## Document Owner

Position	Section
RFS Director	Operations

Next review due: 01/02/2027

## Related documents

Document name
1.1.1 Community Ed and Non-fire Ops Activities Service Standard
1.2.1 Using Personal Protective Equipment and Clothing Standard Operating Procedure
1.3.1 Issuing Uniforms, PPE and PPC Guideline
3.1.1 Code of Conduct and Ethics of RFS Members Service Standard
3.1.9 Command Vehicle Use Service Standard
3.1.13 Driving RFS Vehicles Service Standard

Signed documents will be scanned and filed in TRIM.