

## Community Ed and Non-fire Ops Activities

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 of requirements for notifying use of ACT RFS vehicles for use in community education and other non-fire operations.

### Scope

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

### Background

In addition to community education, non-fire operations include brigade activities such as fund-raising activities, volunteer recruitment and other community engagement activities approved by the ACT RFS Chief Officer or delegate.

They do **not** include training activities, refuelling and maintenance transfers. These activities do **not** need an incident number from ComCen.

### Responsibilities

Members (including volunteer and staff members)	Only use ACT RFS vehicles for approved activities. Contact ACT RFS Duty Officer or ACT RFS Community Engagement Officer as appropriate for approval and assignment of an incident number in ComCen.
Brigade Executives	Ensure only authorised use is made of all ACT RFS resources.
ACT RFS Community Engagement Officer (CEO)	Approve use of ACT RFS vehicles for community education and community engagement activities and ensure incident number is assigned in ComCen.
ACT RFS Duty Officer (DO)	Approve use of ACT RFS vehicles for other non-fire and non-operational activities and ensure incident number is assigned in ComCen.

## Standard

### Notifications and approvals

All ACT RFS vehicle use, except for training activities, refuelling and maintenance transfers must be notified to ComCen. When attending an approved non-incident activity, crews are to be assigned an incident number.

If an incident number has not been advised by ACT RFS HQ, contact ACT RFS DO for approval and assignment of an incident number in ComCen for non-fire operations such as volunteer recruitment and fund-raising activities and attendance at events supported by the ACT Government.

Contact ACTRFS/ACTSES Community Engagement and Education Officer (CEEEO) for approval and assignment of an incident number in ComCen for non-fire operations such as community education and engagement.

### Personal use


ACT RFS vehicles **are not to be used** by members for personal use or private occasions.

See 1.1.1 Use of RFS Property and Resources Service Standard for rules concerning non-official use of RFS vehicles, equipment and property.

### Version history

Author	Version	Version Approval Date	Summary of Changes
Carmel Summers	1.0	16/03/2020	New service standard
Kristin Zeitlhofer	2.0	22/06/2021	Review and update of roles and processes

### Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		23.07.21

### Document Owner

Position	Section
Director	Operations

Next review due: 16/03/2022

### Related documents

Document name
1.1.1 Proper Use of RFS Property and Resources Service Standard
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.

