



ACT Rural Fire Service
Standard Operating Procedure
**Code of Conduct and Ethics
of RFS Members**

1.10

Administrative
Management

The Values & Behaviours

The ACT Rural Fire Service (**ACTRFS**) consists of both paid and volunteer professionals. It is a service integrated within the Emergency Services Agency (**ESA**) and the Justice and Community Safety Directorate (**JACS**). It is important there is consistency between each Code of Conduct across the Directorate and the Service supports and demonstrates the ACT Public Service (**ACTPS**) Employee Values and Signature Behaviours as they define who we are as an organisation. The Values and Signature Behaviours are the touch stones by which we should measure our own behaviour and the behaviour of others. In a service as diverse as the ACTRFS, how those values and behaviours are demonstrated will be different depending on our organisational context however they will still be recognisable.

Respect

Respect in the ACTPS means treating others with the sensitivity, courtesy and understanding we would wish for ourselves, and recognising that everyone has something to offer. It means considering 'would I be happy if this was happening to me?' and rests on the foundation of fundamental decency in our dealings with all.

Integrity

Integrity in the ACTPS means being apolitical, honest, dependable, and accountable in our dealings with Ministers, the Parliament, the public and each other. It means recognising achievement, not avoiding uncomfortable conversations and implies consistency in our dealings with others.

Collaboration

Collaboration in the ACTPS means actively sharing information and resources, working together towards shared goals and considering 'who else do I need to talk to in order to get this right?'. It means actively seeking opportunities for breaking down unhealthy silos and relies on genuine engagement with colleagues in the ACTPS and the broader community.

Innovation

Innovation means asking 'why?', actively seeking both new and better ways of doing what we do, as well as better things to do, and not settling for how it has always been. It means empowering members at all levels to offer new ideas and necessitates sensible and thoughtful engagement with risk.

In demonstrating respect...

- We take pride in our work.
- We value and acknowledge the contribution of others.
- We relate to colleagues and clients in a fair, decent, caring and professional manner.

*In demonstrating **integrity**...*

- We do what we say we will do and respond appropriately, especially when the unexpected occurs.
- We take responsibility and are accountable for our decisions and actions.
- We engage genuinely with the community, and manage the resources entrusted to us honestly and responsibly.

*In demonstrating **collaboration**...*

- We work openly and share appropriate information to reach shared goals.
- We actively seek the views of others when solving problems, and value and act on feedback for how we can do things better.

*In demonstrating **innovation**...*

- We look for ways to continuously improve our services and skills.
- We are open to change and welcome new ideas from all sources.

Code of Conduct

The ACTRFS Code of Conduct (**the Code**) establishes standards of behaviour expected of all members including volunteers, paid employees, trainees, all third parties and students on work placements with the ACTRFS (**the Service**).

The Code applies to conduct in all circumstances including face to face interactions, engagement on social media, published material, in written form, and in meetings.

The Code is intended to convey in plain words, the standards expected of all people engaged with the Service.

The provisions of the Code are not intended to be exhaustive or exclusive.

- Members must conduct themselves in a manner which maintains and promotes the reputation of the Service, enhances public confidence in the Service, and does not bring the Service into disrepute.
- Members of the Service must comply with all relevant Territory and Federal laws.
- Members must comply with and uphold all ACTRFS guidelines and procedures and follow all lawful and reasonable directions.

- Members must act in accordance with the core values and signature behaviours as outlined above.
- Members must abide by and follow the principles set out in the ESA Volunteer Charter.
- Members must act honestly and with integrity at all times when representing or acting on behalf of the Service, including when:
 - acting in the capacity of a member of the Service;
 - participating in any Service activity;
 - on Service premises or in a Service Vehicle, or
 - Wearing any item of clothing identifiable to the Service or ESA.
- Members must not engage in any conduct which may result in their position being compromised or appearing to be compromised.
- Members must perform the duties associated with their position diligently, impartially, efficiently and conscientiously.
- Members must refrain from providing false or misleading information relating to the Service, its staff, or its members.
- Members must acknowledge and respect the rights of other members, staff, and the public and not discriminate.
- Members must fully and appropriately disclose any actual, potential or perceived conflict of interest to a Senior Brigade Officer, Supervisor or the Manager Membership.
- Members must not accept a gift or benefit if it could be seen by a reasonable member of the public as intended, or likely, to cause the member to do their job in a particular way, or to deviate from their proper course of duty.
- Members must ensure Service facilities, equipment and vehicles are used for their intended purpose and in an efficient and proper manner. Exceptional use of resources must be approved in writing by the Chief Officer.
- Members cannot misuse or disclose information gained through the service or from an incident for personal gain.
- Members must not make any official comment on matters relating to the Service unless that member is authorised to do so by the Chief Officer.
 - Inappropriate comment includes, but is not limited to, those of an offensive, obscene, threatening, abusive or defamatory nature, whether in reference to, or directed towards, a colleague, a member of the public, the Service, ESA/JACS or ACT Government.
 - Members must be aware that comments expressed in all social media forums such as, but not limited to, Facebook, Twitter or Public Forums - may lead to disciplinary action where the comments are found to be inappropriate and a connection to the workplace is

established. A connection to the workplace may exist where the nature of the comments identify the person is making them as an ACTRFS member.

- Despite privacy mechanisms in many social media tools, the content should be considered public. ACTRFS members are advised to exercise discretion in determining what content they post on social media particularly given that images could be disturbing to others in an emergency.

Where a perceivable connection might exist between such content and the workplace, it is important to ensure that the content is in accordance with the values and requirements of the ACTRFS Code of Conduct.

Breach of the Code

Breaches of the Code should be referred to a more Senior Brigade Officer, a supervisor or the Manager Membership.

Sanctions may be applied if a breach of the Code occurs. These may include counselling, reprimand and/or training to ameliorate the effects of the breach and to discourage further breaches.

All decisions relating to an alleged breach of the Code must be documented in writing.

Breaches of the Code in relation to a grievance (i.e. discrimination or harassment), should be dealt with in accordance with SOP 1.11 Dispute Resolution.

Further guidance can be obtained from a more senior member, a supervisor or the Manager Membership. Matters relating to the interpretation of the Code should be referred to the ACTRFS Chief Officer.

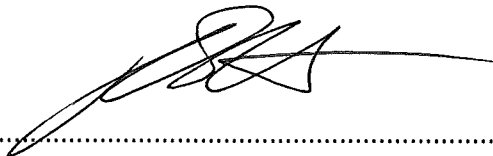
Document Control

Maintained By: Manager Membership

Approved By: Rohan Scott

Position: A/g ACTRFS Chief Officer

Signature:



Date: 17/04/2019

Cross Reference SOP/s:

- SOP 1.11 Dispute Resolution
- SOP 1.23 Alcohol consumption and RFS activities
- SOP 1.27 Membership
- SOP 1.29 Junior Membership
- SOP 1.50 Proper Use of ACTRFS Property and Resources
- Emergency Services Agency Volunteer Charter
- ACT Legislation Register
<http://www.legislation.act.gov.au/>
- Commonwealth Legislation
<https://www.legislation.gov.au/>
- Public Sector Management Act 1994
<http://www.legislation.act.gov.au/a/1994-37/default.asp>
- Fair Work Act 2009
<https://www.legislation.gov.au/Details/C2017C00323>

Amendments:

20180810 – Complete review of the document..

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