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|  | <p><b>ACT Rural Fire Service</b><br/> <b>Standard Operating Procedure 1.5</b><br/> <b>Proper Use Of RFS Property and Resources</b></p> | <p><b>1.5</b><br/> Administrative Management</p> |
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### Purpose

This SOP covers the Proper Use of ACT RFS resources, including vehicles, and the requirements for notification and approval for use. Insurance and compensation provisions may be compromised if vehicles or other resources are used without appropriate notification or approval.

### Operating Procedure

ACT RFS resources, including vehicles, should only be used for official RFS purposes. The Chief Officer or a delegate must approve any non-official use of RFS resources.

Official use includes:

- All operational activities (prevention, preparedness, response or recovery)
- Training
- Brigade activities (including appropriate fund-raising activities)
- Community Education and Volunteer Recruitment

### **Notification and Approvals**

Notification of vehicle use for operational purposes is through COMCEN. Chief Officer or delegate approval is required for operational or training activities outside the ACT.

Brigade activities including fund-raising, community education and volunteer recruitment, which require RFS resources, should be notified, in advance, to the RFS.

Non-official use may be approved where it is considered to be

- In the interests of the organisation as a whole; or
- Is in the wider public interest (for example, for community activities that are actively encouraged by the ACT Government and deserve support).

Other considerations include whether the activity:

- Provides benefit to the operational role of volunteers (for instance it provides the opportunity for practical application of skills)
- Provides benefit to the Brigade (through 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 Service
- Would come at a financial cost to the organisation



ACT Rural Fire Service  
Standard Operating Procedure 1.5  
**Proper Use Of RFS Property and  
Resources**

**1.5**  
Administrative  
Management

- Could contain unreasonable risk of injury or damage
- Could compromise the availability of resources for operational requirements.

**Maintained By:** Manager, Operations

**Approved By:** Andrew Stark

**Position:** Chief Officer RFS

A handwritten signature in black ink on a light green background.

**Signature:**

**Date:** 15/02/2011

**Cross Reference SOP/s:** SOP 1.4 PPE and equipment issue  
SOP 1.7 Issue of personal protective equipment  
SOP 1.14 Command vehicle use

**Amendments:**