



**NSW RURAL FIRE SERVICE**  
**VOLUNTEER DISCIPLINE**  
**CONFIDENTIALITY AGREEMENT**

File Reference No: \_\_\_\_\_

**DISCIPLINARY INVESTIGATION – CONFIDENTIALITY AGREEMENT TO BE COMPLETED BY ALL PARTIES INVOLVED IN DISCIPLINE PROCESSES UNDER RURAL FIRES ACT & SERVICE STANDARD 1.1.2 DISCIPLINE**

This Confidentiality Agreement applies to all individuals involved in a disciplinary process, conducted under the provisions of the Rural Fires Act 1997 and NSW Rural Fire Service procedures (the Discipline Process). The form must be completed prior to any interview or discussions taking place or any statement being obtained.

All proceedings undertaken as part of discipline processes under the NSW Rural Fire Service procedures involving NSW Rural Fire Service Members and/or other individuals are strictly confidential and all matters the subject of the Discipline Process are only to be disclosed for the purpose of the Discipline Process and to the extent reasonably necessary.

It is the responsibility of **all Individuals** involved in the Discipline Process to ensure that any written or verbal information obtained or provided during the course of the Discipline Process is not disclosed to any person inappropriately prior to, during or after the Discipline Process without the prior written approval of the NSW RFS Delegate.

This confidentiality agreement does not preclude the Delegate, an Investigator, or another officer appointed by the NSW RFS Delegate from making such disclosures as may be necessary for the purpose of conducting the Discipline Process. Nor does it preclude the Complainant, a witness or a Subject Officer from making such disclosures as may be necessary to their nominated support person, union or legal representative.

All Staff and Volunteers are reminded that any breach of confidentiality prior to, during or after the Discipline Process, may constitute misconduct or inappropriate conduct as defined in the NSW Rural Fire Service Code of Conduct and Ethics, the Service Standards and other applicable legislation and may lead to disciplinary action being taken against individuals found to be in breach of their confidentiality obligations in this regard. If an individual is urged by another to breach their confidentiality obligations by making an unauthorised disclosure in relation to the Discipline Process, they should report such conduct immediately.

**By signing this Confidentiality Agreement below you acknowledge that you have read and understood your confidentiality obligations set out above.**

Investigator: \_\_\_\_\_  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT SIGN**

Individual Involved: \_\_\_\_\_  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support Officer etc.: \_\_\_\_\_  
 (If Attending) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NB: Original to be retained on file as part of report and copy to be provided to the Individual(s) involved.**