



NSW RFS POLICY INDEX

NSW RFS Policies

Last Updated on 16 September 2020

Conduct and Ethics

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P1.1.3	Conflicts of Interest	2.0	9 April 2018	EDMSS
P1.1.4	Gifts and Benefits	2.1	2 Sep 2016	EDMSS
P1.1.6	Reporting and Disclosing Serious Offences (Criminal Charges) and/or Convictions by Staff Members	1.1	13 Feb 2019	EDMSS
P1.1.7	Continuous Disclosure	1.0	9 Oct 2014	EDFES

Administration

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P2.1.1	NSW RFS Administrative Delegations	2.2	27 Feb 2020	EDMSS & EDIS
P2.1.2	Management of Headquarters and Regional Assets	1.0	23 Mar 2006	EDIS
P2.1.3	Headquarters Security	3.0	18 Oct 2018	EDIS
P2.1.4	Corporate Sponsorship	2.0	26 Feb 2019	EDFES
P2.1.6	Waste Management and Resource Efficiency	1.0	4 May 2017	EDIS
P2.1.7	Headquarters and SOPA Precinct Parking	1.2	15 Sept 2020	EDIS

Staff Services – General

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P3.1.3	<i>Staff Induction and On-Boarding</i>	1.0	<i>In development</i>	EDMSS
P3.1.7	SMSS Criminal History Record Checks	1.0	1 Aug 2011	EDO & EDMSS

Staff Services – Award and Conditions

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P3.2.1	NSW RFS Employee Workplace Consultation	1.1	24 Aug 2015	EDMSS
P3.2.2	Hours of Work	2.1	4 May 2017	EDMSS
P3.2.3	Annualised Conditions Allowance	3.0	13 Sep 2017	EDMSS
P3.2.4	Working from Home (temporarily replaced by the Alternative Work Arrangements guideline – see below)	2.1	29 May 2008	EDMSS
	Alternative Work Arrangements – interim guideline for the COVID-19 pandemic	1.0	26 March 2020 by EDMSS	EDDMSS
P3.2.6	Zoning and Teaming	1.0	16 Jun 2010	EDO

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P3.2.7	Request for Review of Promotion Decisions	1.0	4 May 2017	EDMSS
P3.2.8	<i>Secondary Employment</i>	1.0	<i>In development</i>	EDMSS
P3.2.9	NSW RFS Operational Officer (OpO) Program	1.1	11 Sep 2018	EDO

Staff Services – Staff Development

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P3.3.1	Professional Development	2.7	19 July 2019	EDMSS
P3.3.3	NSW RFS Work Experience Activities	2.0	17 May 2019	EDMSS

Staff Services – Health, Safety and Welfare

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P3.4.1	Workers Compensation and Injury Management for NSW RFS Employees	2.0	26 Feb 2019	EDMSS

Finance – Accounts, Corporate Credit Cards, Travel, Funding

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
Policy 1.1.13	Fire Mitigation Funding Program	1.0	5 Feb 2002	EDO
Policy 3.1.1	Communications	1.1	25 Jan 2008	EDIS
P4.1.1	Financial Delegations	4.0	10 Nov 2018	EDFES
P4.1.2	<i>Fire Mitigation Funding (will repeal Policy 1.1.13)</i>	1.0		
P4.1.3	Procurement	2.2	7 May 2020	EDIS
P4.1.5	Corporate Credit Cards	2.0	15 May 2019	EDFES
P4.1.6	Financial Accounting for NSW RFS Assets	1.0	6 April 2017	EDFES
P4.1.7	Fuel Cards	1.0	28 Jul 2009	EDIS
P4.1.8	Travel	1.0	15 May 2019	EDFES
P4.1.9	<i>Communications – Mobile Data Devices (will repeal Policy 3.1.1)</i>	1.0		
P4.1.14	Petty Cash	2.1	19 July 2019	EDFES

Information Management

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
Policy 2.1.3	Intranet Content Development and Management	1.0	5 Nov 2002	EDFES
P5.1.1	ICT Equipment Standards	3.0	17 May 2019	EDIS
P5.1.2	Acceptable Use of Information Communications and Technology (ICT)	2.1	20 Aug 2019	EDIS
P5.1.3	Information Security Management	2.0	22 May 2019	EDIS
P5.1.4	<i>Intranet Content Development and Management (will repeal Policy 2.1.3)</i>	1.0		EDIS
P5.1.5	<i>Management of NSW RFS Data</i>	1.0		EDMSS
P5.1.6	Records Management	3.1	25 Aug 2020	EDFES
P5.1.7	ICT Disaster Recovery	1.2	9 April 2018	EDIS
P5.1.8	<i>Continuous Disclosure (will repeal Policy P1.1.7)</i>	1.0		EDFES

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P5.1.9	Obtaining Legal Advice	1.1	14 May 2020	EDFES

Community Safety

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P6.1.1	Development Assessment and Planning	3.0	17 May 2019	EDO
P6.1.2	Penalty Notices and Cautions	2.0	14 May 2018	EDO
P6.1.3	Environmental Assessment for Bush Fire Hazard Reduction Works	2.0	4 Sep 2007	EDO
P6.1.4	Bush Fire Hazard Complaints and Notices	1.0	29 Oct 2009	EDO

Organisational Projects, Planning and Management Systems

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P7.1.1	Project Management	3.0	9 May 2016	EDFES
P7.1.2	Public Complaints Management	2.0	5 Dec 2017	EDMSS
P7.1.4	NSW RFS Corporate Planning and Reporting	2.3	15 June 2018	EDMSS
P7.1.6	Performance Development Planning and Review	3.1	17 Sep 2018	EDMSS
P7.1.9	Business Continuity Management	2.0	6 Nov 2012	EDMSS
P7.1.10	Organisational Risk Management	2.2	20 Aug 2019	EDMSS

Vehicles

Policy Number	Policy Name	Version	Approved Date	Responsible Owner
P8.1.1	Passenger Motor Vehicle Usage	5.1	17 May 2019	EDMSS
P8.1.2	Fleet Management of Passenger Motor Vehicles	1.0	11 Oct 2011	EDIS



For further information regarding NSW RFS Policies, please contact the Policy Team or email feedback.standards@rfs.nsw.gov.au

Repealed Policies (New Numbering)

Policy Number	Policy Name	Repeal Details
P1.1.2	Obtaining Legal Advice v1.2	Repealed on 23 Nov 2015 by P5.1.9 v1.0
P1.1.5	Fraud and Corruption Prevention v1.0	Repealed on 9 May 2016 by SS 1.1.32 v1.0
P2.1.5	State Warehouse Inventory Management – Operations v1.2	Repealed on 26 July 2018 by P4.1.11 v1.0
P3.1.1	Equal Employment Opportunity v2.0	Repealed on 15 June 2018
P3.1.2	Harassment v1.1	Repealed on 9 May 2016 by SS 1.1.42 v1.0
P3.2.5	Staff Placement (following major organisational restructure) v1.1	Repealed on 1 June 2016
P3.3.2	NSW RFS Permanent and Temporary Staff Transfers v1.2	Repealed on 4 May 2017
P4.1.4	Debt Recovery v1.0	Repealed on 30 Nov 2016
P4.1.10	Accounts Payable v1.0	Repealed on 30 Nov 2016
P4.1.11	Inventories v1.0	Repealed on 30 June 2020 by SS 5.3.8 v1.0
P5.1.3	ICT Security v2.0	Repealed on 1 June 2016 by P5.1.1 v2.0
P7.1.5	NSW RFS Business Planning and Reporting v2.1	Repealed on 2 Mar 2015 by P7.1.4 v2.2
P7.1.7	Organisational Performance Management v1.0	Repealed on 2 Mar 2015 by P7.1.4 v2.2
P7.1.8	Systems Audits v1.0	Repealed on 27 Aug 2011
P7.6.4	Workers Compensation and Injury Management for NSW RFS Employees v1.0	Repealed on 4 Dec 2015 by P3.4.1 v1.0

Policy Numbers Not Used (New Numbering)

Policy Number	Policy Category
P1.1.1	General
P3.1.4	Staff Services – General
P3.1.5	Staff Services – General
P3.1.6	Staff Services – General
P4.1.12	Finance – Accounts, Corporate Credit Cards, Travel, Funding
P4.1.13	Finance – Accounts, Corporate Credit Cards, Travel, Funding
P6.1.5	Community Safety

Repealed and Unused Policies (Old Numbering)

Old Policy Number	Policy Name	Repeal Details
Policy 1.1.1	Corporate Credit Cards v1.0	Repealed on 14 Dec 2009 by P4.1.5
Policy 1.1.2	Delegations v1.4	Repealed on 13 Jun 2012 by P2.1.1 v1.0
Policy 1.1.3	Accounts Receivable v1.0	Repealed on 30 Nov 2016
Policy 1.1.4	Accounts Payable v2.0	Repealed on 6 Nov 2012 by P4.1.10 v1.0
Policy 1.1.5	Purchasing v2.0	Repealed on 19 Dec 2003 by P4.1.3 v1.0
Policy 1.1.6	Travel – General v1.1	Repealed on 15 May 2019 by P4.1.8 v1.0

Old Policy Number	Policy Name	Repeal Details
Policy 1.1.7	Private Motor Vehicle Allowance	Repealed on 15 May 2019 by P4.1.8 v1.0
Policy 1.1.8	Petty Cash v1.0	Repealed on 27 Aug 2011 by P4.1.14 v1.0
Policy 1.1.9	Fuel Cards v1.0	Repealed on 28 Jul 2009 by P4.1.7 v1.0
Policy 1.1.10	Salaries and Wages v1.0	Repealed on 27 Aug 2011
Policy 1.1.11	Financial Reporting v1.0	Repealed on 14 Dec 2009
Policy 1.1.12	Not used	
Policy 1.1.14	S44 Claiming Procedures v1.1	Repealed on 3 Oct 2008
Policy 1.1.15	Annualised Conditions Allowance v1.1	Repealed on 3 Oct 2003 by P3.2.3 v2.0
Policy 1.1.16	Transfer of Funding – NSW RFFF v1.0	Repealed on 14 Dec 2009
Policy 2.1.1	Electronic Data Transfer v2.2	Repealed on 31 Mar 2009 by P5.1.2 v1.0
Policy 2.1.2	Information Systems Implementation v1.2	Repealed on 14 Dec 2010 by P7.1.1 v2.0
Policy 2.1.4	System/Data Management and Ownership – Firezone v1.0	Repealed on 13 August 2019
Policy 2.1.5	ICT Equipment Standards v2.0	Repealed on 14 Dec 2009 by P5.1.3 v1.0
Policy 3.1.2	Internal Reporting Systems v2.1	Repealed on 14 Dec 2009 by SS 1.1.29 v1.0
Policy 3.1.3	Representing the NSW RFS v1.0	Repealed on 29 Oct 2009
Policy 3.1.4	Passenger Motor Vehicle v4.1	Repealed on 13 Jun 2007 by P8.1.1 v4.2
Policy 3.1.4A	Fleet Management of Passenger Motor Vehicles v1.0	Repealed on 13 Jun 2007 by P8.1.1 v4.2
Policy 3.1.5	Not used	
Policy 3.1.6	Project, Program and Portfolio Management v1.0	Repealed on 14 Dec 2010 by P7.1.1 v2.0
Policy 4.1.1	State Operations Roster and Overtime v1.0	Repealed on 5 Dec 2017
Policy 4.1.2	Lateral Transfers for Salaries Staff within the NSW RFS v1.0	Repealed on 19 May 2006 by P3.3.2 v1.0
Policy 4.1.3	Harassment v1.0	Repealed on 13 Jun 2007 by P3.1.2 v1.1
Policy 4.1.4	Working from Home v1.0	Repealed on 3 Apr 2008 by P3.2.4 v2.0
Policy 4.1.5	Higher Duty and Development Opportunities for Salaried Staff v1.0	Repealed on 19 May 2006 by P3.3.2 v1.0
Policy 4.1.6	Working Hours v1.0	Repealed on 3 Oct 2008 by P3.2.2 v2.0
Policy 4.1.7	Professional Development v1.1	Repealed on 6 Dec 2006 by P3.3.1 v1.0
Policy 4.1.8	Equal Employment Opportunity v1.0	Repealed on 6 Dec 2006 by P3.1.1 v1.0
Policy 4.1.9	Staff Placement v1.0	Repealed on 14 Dec 2010 by P3.2.5 v1.1
Policy 4.1.10	Not used	
Policy 4.1.11	Job Evaluation Outcomes v1.0	Repealed on 30 Jul 2012
Policy 4.1.12	Training and Development v1.1	Repealed on 6 Dec 2006 by P3.3.1 v1.0
Policy 4.1.13	Bullying in the Workplace v1.2	Repealed on 8 Sep 2015 by SS 1.1.42 v1.0
Policy 5.1.1	Records Management v3.0	Repealed on 31 Mar 2009 by P5.1.6 v1.0
Policy 5.1.2	Corporate Sponsorship v1.0	Repealed on 2 Jun 2011 by P2.1.4 v1.0
Policy 5.1.3	Systems Audits v1.0	Repealed on 29 May 2008 by P7.1.8 v1.0
Policy 5.1.4	Business Planning – Head and Regional Offices v1.0	Repealed on 2 Nov 2006 by P7.1.4 v1.0
Policy 6.1.1	Air Travel v1.1	Repealed on 15 May 2019 by P4.1.8 v1.0
Policy 6.1.2	Zoning and Staff Consolidation v1.0	Repealed on 16 Jun 2010 by P3.2.6 v1.0
Policy 6.1.3	Not used	
Policy 6.1.4	International Projects v1.0	Repealed on 14 Dec 2009