



# SERVICE STANDARD 8.1.1

## UNIFORMS FOR NSW RFS MEMBERS

ITEM	DESCRIPTION
Version Number	3.2
SOPs	<ul style="list-style-type: none"><li>&gt; SOP 8.1.1-1 Obtaining and Managing the NSW RFS Uniform for Volunteer Members</li><li>&gt; SOP 8.1.1-2 Obtaining and Managing the NSW RFS Uniform for Staff Members</li></ul>
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Contact	Director, Corporate Planning, Risk and Learning
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### 1 Purpose

- 1.1 As an emergency service, the NSW RFS needs to appropriately identify its members by way of them wearing an appropriate uniform.
- 1.2 The NSW RFS is a diverse organisation with uniform requirements varying according to the role being undertaken as either a volunteer or staff member.
- 1.3 This Service Standard and its Standard Operating Procedures (SOPs) articulate the policy for the issuing, maintenance, wearing and disposal of uniforms worn by members of the NSW RFS.
- 1.4 This Service Standard does not cover personal protective clothing (PPC) or field wear, and the arrangements for the supply and wearing of these.
- 1.5 Safety clothing and safety footwear, if required, is issued as appropriate.

### 2 Policy

- 2.1 The Commissioner shall determine the uniform of the NSW RFS.
- 2.2 The uniform identifies members of the NSW RFS and as such, members must maintain exemplary standards of dress, personal grooming, conduct, behaviour and attitude in order to prevent bringing the NSW RFS into disrepute.
- 2.3 The provision of a uniform to members of the NSW RFS is subject to the member's acceptance of the protocols by which the uniform is worn.
- 2.4 Guidance on the appropriate wearing of the uniform can be obtained from your manager, or the NSW RFS Uniform Protocol Manual (in development).
- 2.5 Members are supplied **either** corporate or operational uniform suitable to their roles, and as approved by their Manager. If a member changes role, requiring a change in uniform, they can be supplied the required uniform, as approved by their Manager. In this case, the member may retain the extra operational or corporate uniform previously issued.

- 2.6 Only those members who are appropriately trained to assist during an accident or emergency are authorised to wear operational uniform.
- 2.7 Persons engaged from consultancies or temporary employment agencies are not permitted to obtain or wear the uniform of the NSW RFS.
- 2.8 The NSW RFS uniform must not be worn other than when on duty or when travelling to or from duty. *Note: refer to clauses 2.10 – 2.12 for detail on personal safety while travelling.*
- 2.9 Misuse or misrepresentation of the NSW RFS uniform may be subject to disciplinary action.
- 2.10 Apart from official functions, uniform insignia/identification must not be displayed when visiting a public bar or club during or after working hours; a civilian jacket or jumper should be worn in such circumstances.

### **Personal safety and the wearing of the NSW RFS uniform while travelling**

- 2.11 When travelling (including travelling on public transport), members should avoid wearing operational or corporate uniform to and from the Fire Control Centre/Brigade station/NSW RFS Headquarters or other NSW RFS location.
- 2.12 When driving private or unmarked NSW RFS motor vehicles, members should cover up operational uniform, or avoid wearing it. *Note: this is less of an issue when travelling in clearly marked NSW RFS motor vehicles.*
- 2.13 Members who are required to travel through or utilise public areas to attend meetings and other normal daily business are encouraged to travel in groups wherever possible. If this is not possible, individuals are encouraged to consider wearing a garment to cover operational or corporate uniform.

### **Supply of uniform**

- 2.14 The procurement, supply and disposal of all items of uniform provided by the NSW RFS is the responsibility of the Headquarters Procurement Section.
- 2.15 Authorised suppliers will be determined by the NSW RFS Procurement Section.
- 2.16 Uniforms for volunteer members may only be purchased from the approved supplier of uniform to the NSW RFS or the District Office. As of the date of this Service Standard, only the RFSA shop is an authorised supplier of uniform to volunteer members.
- 2.17 The allocation of uniform items to a member must be agreed to by their Manager.

### **Trading**

- 2.18 Members may not sell or trade any item of uniform to any other person including other staff or volunteer members of the NSW RFS.

### **Maintenance**

- 2.19 Uniforms should be appropriately maintained to ensure items are neat, clean and tidy.
- 2.20 NSW RFS members are responsible for all cleaning costs including dry cleaning. These costs are not reimbursed by the NSW RFS, but may be tax deductible or subject to Award conditions for staff. *Note: it is recommended that independent tax advice be sought if required.*

### **Disposal of Uniform**

- 2.21 Uniforms are not to be retained under any circumstances (with the exception of footwear).
- 2.22 Any uniform items that are no longer required, or have become unwearable due to wear and tear must be returned to the Procurement section.
- 2.23 On leaving the NSW RFS:
  - a. volunteer members must return all uniform items supplied by the NSW RFS to the District Manager; and
  - b. staff members must return all such uniform items to the Procurement Section.

### 3 Related documents

- [Government Sector Employment Act 2013](#)
- [Crown Employees \(Public Service Conditions of Employment\) Award 2009](#)
- [SS 1.1.7 Code of Conduct and Ethics](#)
- [SS 5.1.5 Protective Clothing and Accessories](#)

### 4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
8 September 1999	1.0	Initial release
3 October 2002	2.0	➤ Repealed and remade SS 8.1.1 v1.0
19 March 2004	2.2	➤ Repealed and remade SS 8.1.1 v2.1 ➤ Amendments to Clauses 2.18, 3.2(n), 3.4 and 3.5 ➤ Amendments to Clause 3.3(w) ➤ Reference to EDCS amended to EDAF ➤ Appendices 1A, 1B, 2A, 2B 18 August 2004
1 September 2004	2.3	➤ Repealed and remade SS 8.1.1 v2.2 ➤ Appendix 4 Examples of name badges
17 December 2010	3.0	➤ Repealed and remade SS 8.1.1 v2.3 ➤ Extensive review to address requirements for salaried and volunteer members
6 November 2012	3.1	➤ Repealed and remade SS 8.1.1 v3.0 ➤ Minor amendments - remove clause 2.11 and amend SOP 8.1.1-2 clauses 2.7 and 2.8
7 March 2019	3.2	➤ Repeals and remakes SS 8.1.1 v3.1 ➤ Minor update to align with current processes

# SOP 8.1.1-1

## Obtaining and Managing the NSW RFS Uniform for Volunteer Members

### 1 Purpose

- 1.1 This Standard Operating Procedure (SOP) outlines the arrangements for the uniform of NSW RFS volunteer members.

### 2 Procedures

#### Provision of Uniform

- 2.1 In limited circumstances, uniform may be supplied through the District Office at the District Manager's discretion.
- 2.2 Volunteer members whether holding rank or not, may wear operational uniform (whites) when attending official NSW RFS business or events and should not be worn without the proper authority.
- 2.3 Guidance on the appropriate wearing of the uniform can be obtained from the District Manager.

### 3 Related forms

- None

## SOP 8.1.1-2

# Obtaining and Managing the NSW RFS Uniform for Staff Members

## 1 Purpose

- 1.1 This Standard Operating Procedure (SOP) outlines the provision, replacement, maintenance, wearing and disposal of the NSW RFS uniform of staff members.

## 2 Procedures

- 2.1 Staff members may request to be supplied with the NSW RFS uniform, with the understanding that it will be worn in line with clause 2.14.
- 2.2 Managers must ensure appropriate funding is made available for the provision and replacement of uniform.
- 2.3 Managers approving the purchase of uniforms should ensure that purchases provide the necessary requirements for members to perform their daily duties.
- 2.4 Managers are to ensure that the purchase of uniforms is in accordance with NSW Government and NSW RFS guidelines.
- 2.5 All orders for uniforms for staff members are to be lodged via the NSW RFS purchasing portal.
- 2.6 Managers are to ensure that replacement of items after the initial allocation is on a fair wear and tear basis.
- 2.7 Items in addition to those supplied by the NSW RFS may be purchased by staff members at their own cost. These purchases may be tax deductible. *Note: it is recommended that independent tax advice be sought if required.*

### Provision of Uniform

- 2.8 Permanent staff employed under the *Government Sector Employment Act 2013* shall be eligible to wear the uniform of the NSW RFS.
- 2.9 Temporary staff employed under the *Government Sector Employment Act 2013* may, at the discretion of their Director, be eligible for partial supply of a uniform, subject to their employment being for 12 months or longer.
- 2.10 Staff eligible to wear uniform may, at the discretion of their Manager, also be issued with field wear for instances where the wearing of the uniform may be inappropriate.
- 2.11 Field wear for seasonal State Mitigation Support Service (SMSS) workers may be issued upon approval by the Manager.
- 2.12 The garment range includes maternity items.
- 2.13 Where a staff member falls outside the standard garment size range, the Director may consider the provision of made-to-measure garments.

### Wearing of the Uniform

- 2.14 Where the staff member has been provided with a uniform by the NSW RFS, it is expected to be worn during normal business hours, at official functions, meetings, conferences, at NSW RFS events and as may be directed from time to time.
- 2.15 Executive Directors may determine that some positions within the NSW RFS require uniform to be worn for all NSW RFS activities.

### Alterations

- 2.16 Uniform items are to have only minimal alterations carried out (e.g. hemming). The cost of such alterations is to be borne by the staff member and will not be reimbursed by the NSW RFS.

## Replacement

- 2.17 Replacement of uniform items will be on a fair wear and tear basis, as determined by the Manager. Approval should only be given for the replacement of items that are worn or damaged. *Note: worn or damaged items must be returned to the Procurement Section.*
- 2.18 Replacement costs of uniforms are to be met by the sectional budget of the member's substantive position, i.e. not the sectional budget in which an officer may be undertaking higher duty or secondment opportunities.

## Leaving the NSW RFS

- 2.19 All uniform items (excluding footwear) must be returned to the Procurement section on leaving the NSW RFS.

## 3 Related forms

- None