



# SERVICE STANDARD 5.2.2 RETURN OF EQUIPMENT ALLOCATED TO MEMBERS OF THE NSW RFS

ITEM	DESCRIPTION
Title	Return of Equipment Allocated to Members of the NSW RFS
Number	5.2.2
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Owner	Executive Director, Membership and Strategic Services
Contact	Director, Membership Services
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## 1 Purpose

- 1.1 All members of the NSW Rural Fire Service (NSW RFS) are provided with some or all of the items listed in clause 2.2 of this Standard.
- 1.2 It is important that people leaving the NSW RFS return any issued equipment:
  - a. In order for the equipment to be returned to the relevant issuing District / Section;
  - b. To enable it to be issued to someone else if required; and
  - c. To minimise the chance of inappropriate use or someone misrepresenting themselves as a member of the NSW RFS.
- 1.3 This Service Standard provides direction on the return of NSW RFS equipment.

## 2 Policy

- 2.1 Equipment, including items of PPE, uniform, corporate wardrobe and authority/identity cards that are issued or allocated to a member of the NSW RFS:
  - a. Remain the property of the NSW RFS; and
  - b. Must be returned to the NSW RFS if:
    - i. A member resigns;
    - ii. A membership is otherwise terminated; or
    - iii. A member is directed to return the equipment for any specified reason.

- 2.2 A member of the NSW RFS who resigns or whose membership/employment is otherwise removed/terminated must, within seven days of the termination of their membership/employment return all allocated equipment including but not limited to:
- Items of uniform, corporate wardrobe and PPE;
  - Identity or authority cards (including NPWS All Park passes);
  - Any NSW RFS documents or other records; and
  - Any other plant or equipment;
- that has been assigned to them by the NSW RFS.
- 2.3 The equipment and other items referred to in clause 2.2 are to be returned to:
- The member's immediate supervisor (in the case of a member of the staff of the NSW RFS); or
  - Their brigade captain or district manager (in the case of a volunteer member of the NSW RFS).
- 2.4 Clothing and PPE must be properly cleaned and laundered before being returned.
- 2.5 Although PPE that has been purchased by the Rural Fire Fighting Fund has been issued to individuals, the fire fighting equipment, as defined under the *Rural Fires Act 1997*, is vested in Council and subject to the provision of the Act in regard to maintenance and disposal.
- 2.6 A receipt must be issued acknowledging the return of any equipment or other items that are returned in accordance with clause 2.3 of the Standard (refer to forms listed in related documents).
- 2.7 A Manager, Director or Executive Director may, in appropriate circumstances, authorise a former member, or the family of a former member of the NSW RFS to retain items of uniform or PPE as a memento of the member's service.

### 3 Related documents

- > *Rural Fires Act 1997*
- > *State Emergency and Rescue Management Act 1989* (Section 63B)
- > Volunteer Transfer / Exit Form
- > Transfer/Termination Details - Head Office
- > Transfer/Termination Details - Region & District
- > Completion of Temporary Employment/Transfer Checklist-State Mitigation Support Services Crews

### 4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
10 May 2005	1.0	Initial release
21 October 2005	1.3	<ul style="list-style-type: none"> <li>&gt; Repealed v1.0</li> <li>&gt; Staff Transfer/Exit Form</li> </ul>
15 August 2016	1.4	<ul style="list-style-type: none"> <li>&gt; Repeals v1.3</li> <li>&gt; General Administrative Update and separation of forms from Service Standard</li> </ul>