

## Brigade Equipment – Purchasing and Modifications.

The ACT Rural Fire Service Chief Officer has issued this standard operating procedure (SOP) under Section 38(1) of the *Emergency Act 2004* – A Chief Officer may determine standards and protocols.

### Purpose

The purpose of this SOP is to outline the procedures to be followed by ACT Rural Fire Service (ACTRFS) brigades when considering making modifications to ESA owned premises or ESA owned vehicles, or when considering introducing additional operational equipment to ESA owned premises or vehicles.

### Scope

This SOP is applicable to all personnel from the ACTRFS, as defined in the Emergencies Act 2004.

### Background

The ACTRFS through the ACT Emergency Service Agency (ESA) provides brigades with premises, vehicles, and equipment to enable them to carry out their roles and responsibilities. These assets are purchased, upgraded and/or modified as required in line with ESA guidelines and appropriate legislation.

The ACTRFS recognises that there may be circumstances where brigades may wish to purchase additional equipment or make modifications to stations or vehicles in order to supplement their capabilities or improve operations.

This SOP relates to such circumstances and apply when the proposed changes are outside of standard ESA supply or ACTRFS business.

## Responsibilities

The RFS has a duty of care to all members, and as such, a responsibility to ensure that all equipment meets AS/NZ standards and WHS legislation.

This duty of care extends to the use of the equipment as provided, the ongoing maintenance of equipment as provided, and the control of substituting equipment. Any station modifications or upgrades must be approved and conducted in accordance with Justice and Community Safety (JACS) standards.

Any vehicle modifications must be approved by the ESA Fleet Director and conducted in line with ESA Fleet and Workshops, ADR compliance and Heavy Vehicle regulations where applicable.

## Purchasing – Approval.

Brigades may from time to time, purchase additional equipment to supplement the brigade.

These items will essentially be items not available via the ESA Resource Centre (ESARC) as approved ESA issue items and will fall in to one of two classifications.

- Equipment to supplement brigade facilities, comfort and/or wellness.
- Equipment to improve operational capability.

Introduction of equipment to supplement brigade facilities, comfort and/or wellness is at the discretion of the brigade, as long as there is no need for structural or electrical modification of the brigade premises or vehicles.

Should there be a need for modifications, conceptual approval must be sought from the ACTRFS prior to purchase.

The introduction of equipment purchased to improve operational capability and to be used in RFS operations must be approved by the ACTRFS prior to purchase or implementation.

Requests for approval should be sent to the ACTRFS Director of Operations, via the RFS Logistics and Resources email box to initiate discussions.

*[See Attachment A – Purchasing Conditions.](#)*

## Purchasing – Ownership and maintenance.

Some purchased (non-service provided) equipment can become an ESA asset if that is requested.

The decision to have the equipment assigned as ESA asset will be made in consultation with the RFS and the brigade Executive Committee. The decision will be based on factors such as whether the item is.

- to be fixed to an ACT Government vehicle or facility,
- necessary for ongoing operational or facility maintenance reasons,
- requiring ongoing maintenance or specific training.

Should the decision be made to include the equipment as an ESA asset it will be recorded as such on the ESA asset list and labelled with an asset number.

It will therefore be.

- serviced and maintained by the ESA,
- covered by the ESA for insurance purposes, and,
- able to be disposed of by the ESA at their discretion.

Note: Other than the circumstances outlined above, it should be noted that all maintenance, insurance, liability, and training requirements for non-service provided equipment remains the responsibility of the purchasing brigade and is to be conducted in accordance with the manufacturers recommended instructions to meet service requirements.

Disposal of non-service provided equipment is also the responsibility of the brigade.

## Modifications - Fixed and Portable Assets

All stations and operational equipment used by ACTRFS brigades is the property of the ESA, through the Justice and Community Safety (JACS) Directorate.

Any modifications to stations must be approved by the ESA Facilities, Assets and Equipment team. Approved work and repairs will be facilitated and managed by ESA Facilities, Assets and Equipment team.

Any modifications to operational equipment must be approved by the ACTRFS Chief Officer. Approved work to operational equipment will be facilitated by RFS Operations, via the RFS Logistics and Resources email box.

Even minor modifications that Brigades may wish to fund themselves require approval.

Approval should be sought from the ACTRFS Director of Operations via the RFS Logistics and Resources email box.

Proposals for major works will be lodged officially with ESA Facilities, Assets and Equipment, the Chief Officer, and key stakeholders.

As a part of the proposal, details and scope of the work must be prepared by the Brigade and submitted to the ESA Facilities, Assets and Equipment team for approval.

## Modifications – Vehicles

All vehicles and trailers utilised by ACTRFS brigades are the property of the ESA through the Justice and Community Safety Directorate.

Any requests for modifications to vehicles must be initially proposed to RFS Operations via the RFS Logistics and Resources email box.

Proposals must be approved by the ACTRFS Chief Officer in consultation with the ESA Fleet Manager (Director, Fleet and Workshop).

Any approved modification works will only be conducted by either the ESA Workshops, or by ESA approved trade providers.

ESA Policy “ESA P 0001 - Management and Replacement of ACT Emergency Services Agency Motor Vehicles” states:

### *5.7 Alterations / Modifications.*

*a) No alterations or modifications are to be made to any ESA Leased Motor Vehicle unless approved by the Fleet Provider through the Group Manager Fleet & Procurement.*

*b) For ESA Owned Motor Vehicles, the relevant Chief Officer in consultation with the Group Manager Fleet & Procurement must approve any alterations or modifications.*

*c) All alterations and modifications must be coordinated through Fleet & Procurement.*

**Note: Fleet and Procurement is now under the title of Fleet and Workshop.  
The Group Manager Fleet & Procurement is now The Director, Fleet and Workshop.**

Note: The ACTRFS recognises that brigades may wish to undertake minor modifications to vehicles for comfort and/or convenience reasons, however it must still be noted that no work is to be done without ESA approval as it may:

- Void the vehicle manufacturers warrantee,
- Void the after-market body builder’s warrantee,
- Void insurance and liability protection.
- Make the vehicle non-compliant with Australian Standards.
- Cause the vehicle to exceed GVM or other specific performance limitations.
- Interfere with any electrical or safety aspects of the vehicle

Any work undertaken must be undertaken by, or in consultation with, ESA Fleet and Workshop.

Any approved vehicle modifications funded by Brigades, will be added to the asset register for that vehicle. When the vehicle is scheduled for replacement, any prior modifications will not be removed and will be part of the vehicle disposal process.

## Additional agency involvement

ESA Fleet and Workshop.  
ESA Facilities, Assets and Equipment.

## Attachment A – Purchasing Conditions.

Brigades may from time to time purchase additional equipment to supplement the brigade.

These items will essentially be items not available via the ESA Resource Centre (ESARC) as approved ESA issue items and will fall in to one of two classifications.

- Equipment to supplement brigade facilities, comfort and/or wellness.
- Equipment to supplement / improve operational capability.

Equipment purchased to supplement brigade facilities, comfort and/or wellness requires no approval if there is no need for structural or electrical modification of the brigade premises or vehicles.

Should there be a need for structural or electrical modifications, conceptual approval is to be sought from the ACTRFS prior to purchase or implementation. Requests should be sent to the ACTRFS Director of Operations, via the RFS Logistics and Resources email box to initiate discussions.

Equipment purchased for operational use requires approval in all circumstances. Approval is to be sought from the ACTRFS prior to purchase.

Requests for approval should be sent to the RFS Director of Operations, via the RFS Logistics and Resources email box.

Requests will be assessed giving due regard to:

- Member safety.
- Legislative compliance.
- Operational requirement.
- Economic feasibility, including any training requirements and any ongoing financial commitment required from the brigade and/or RFS; and
- Compatibility and compliance with other ESA equipment, systems, policies, and procedures.

It should also be noted that any items purchased for use at brigade stations, on ESA vehicles, or by RFS members, must meet all relevant AS/NZ Standards and WHS legislation.

Exemptions to the approval process outlined above may only be provided in extraordinary circumstances at the discretion of the ACTRFS Chief Officer.

Exemptions are to be in writing and signed.


Note: The conditions outlined above include any Personal Protective Equipment (PPE) or Personal Protective Clothing (PPC) members should wish to trial. The ACTRFS has identified appropriate PPE and PPC for our members, items which meet all appropriate standards. These items are reviewed periodically as required, and additions are made as identified. Any proposed variation or additions to PPE should be discussed at the appropriate user forums with the ACTRFS Chief Officer or duly authorised representative before the use of any alternate equipment or clothing is considered.

## Document information

### Version history

Author	Version	Version Approval Date	Summary of Changes
Dave Pennock	2.0	01/11/2022	Reviewed and updated

### Approved by


Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		08/02/2024

### Document Owner

Position	Section
RFS Director	Operations

Next review due: 01/02/2027

### Related documents

Document name
Management and Replacement of ACT Emergency Services Agency Motor Vehicles. ESA P 001 -  <a href="#">ESA Vehicle Policy.pdf</a>

Signed documents will be scanned and filed in TRIM.