

VEHICLES

GENERAL

Policy for the allocation of additional pumping appliances

1 Policy

The allocation of additional pumping appliances to fire stations must be justified by submitting a detailed business case demonstrating a clear operational need.

Note: Service Exchange Vehicles and Major Emergency Fleet vehicles are not to be considered as additional appliances allocated to a particular fire station.

2 Application

This policy covers the allocation process for additional pumping appliances including business case requirements and the approval process as well as arrangements formerly referred to as the Major Emergency Fleet.

3 Business case

To ensure that the business case is considered in an organisational context taking into account operational needs, the following criteria must be addressed in any submission from a Zone Commander requesting an additional pumper at a fire station:

- a structured risk assessment detailing the inadequacy of existing resources within the fire district,
- supporting statistical data on the number, type and duration of incidents inside and outside the fire district over the previous 5 years,
- consideration of the capabilities required for response to incidents outside the fire district in accordance with Mutual Aid Agreements, the MOU with the Rural Fire Service, hazmat and rescue responsibilities, and the need to ensure that the fire district remains protected,
- an analysis of other emergency service capabilities within and near the fire district that could assist or support Fire and Rescue NSW, eg the RFS, etc,
- consultation with and support from the relevant Council, including agreement to any Fire District Estimate increase,
- budgetary considerations including cost of additional staff (to ensure sufficient operational staff for additional pumper), personal protective equipment and training, running costs and inventory for the additional appliance. A recurrent budget enhancement bid may be required,
- a recommendation on the class of the additional appliance, based on a risk assessment, and
- station configuration requirements to house the additional appliance. A Major Capital Works enhancement bid may also be required if the station needs to be extended or renovated.

Note: The above criteria comprise the required framework for any submission seeking additional appliances. Submissions will be considered in the broader context of the organisation and strategic planning, and may or may not be approved.

4 Approval process

- 4.1 Business case prepared by the Zone Commander is forwarded to the Director for endorsement or otherwise. If possible, endorsement by the local council should be included.
- 4.2 Director submits to Emergency Management Advisory Committee for endorsement.
- 4.3 Emergency Management Advisory Committee submits to the Executive Leadership Team for endorsement.
- 4.4 Commissioner considers recommendations of the Executive Leadership Team.
- 4.5 If approved by the Commissioner, enhancement is factored into strategic and budget plans by the Director Finance, and the Director Logistics Support will advise on a projected timeframe for procurement and factor the acquisition into the Fleet Allocation Program.
- 4.6 A Ministerial briefing is prepared by the Director and forwarded through the Commissioner for the Minister's endorsement and information.
- 4.7 If possible, Logistics Support will temporarily assign a suitable appliance to the station pending procurement of a permanent appliance.

5 Service Exchange Vehicles

Service Exchange Vehicles (SEVs) are strategically located to provide a readily available replacement vehicle for a cluster of fire stations should an appliance suffer a mechanical fault or require routine maintenance. The vehicles should not be stowed for routine response when stored at a fire station, but may be used during major emergencies with the approval of the Zone Commander (within Zone), or the Area Commander/Major Incident Coordination Centre (outside Zone or Area).

SEVs are not allocated to a particular station and are not to be considered as being available for crewing and response when stored at a fire station. They should not be written into Local or District Emergency Management Plans or local pre-incident plans, as their availability can never be guaranteed.

6 Major Emergency Fleet

In the past, a small number of vehicles in good condition which were due for disposal were retained and partially stowed at strategic locations for use during major emergencies (thus the name Major Emergency Fleet). While available for response, these vehicles were not specifically allocated to the stations at which they were housed, as they were intended for Strike Team deployments.

Major Emergency Fleet (MEF) vehicles will now be progressively withdrawn, disposed of and not replaced as they become mechanically and financially non-viable. The designation of MEF vehicle will then cease to exist, with all appliances either being permanently allocated to a station, or designated as an SEV for a cluster of stations. In the future when Strike Teams are required from country areas for major emergencies, second appliances from stations and SEVs will be utilised in the role formerly fulfilled by MEF vehicles.

At some locations there will be justification for replacement of MEF vehicles with a second appliance permanently allocated to the station, and this will require a submission as detailed in this policy.

Contact Officer: Assistant Director Specialised Operations, (02) 9318 4872

File Reference: FLT/00144

In Orders 2003/1, with amendments

Risk assessments for fire appliances and fleet vehicles

1 Introduction

Since the introduction of the *Occupational Health and Safety Regulation 2001*, a number of risk assessments have been carried out on fire appliances. To avoid duplication and ensure the process captures all information it is essential that the risk assessments be done centrally. Measures can then be put in place to ensure new designs are improved with reduced risk and programs put in place to minimise risk with existing appliances or vehicles.

2 Procedure

If a risk assessment is required which concerns fire appliances or fleet vehicles the following procedure applies:

1. The officer requesting the risk assessment must contact the Fleet Officer Operations or their Fleet Area Manager to discuss and clarify any issues. It may be that the issue can be addressed by training or following already identified procedures. If, after these discussions, it is determined that the issue will impact across a number of locations and appliances, the officer requesting the risk assessment must make a formal request to the Fleet Officer Operations or the Fleet Area Manager for a risk assessment to be undertaken.
2. The Fleet Officer Operations or Fleet Area Manager will advise the Assistant Director Fleet once a report is provided.
3. The Assistant Director Fleet will request the Manager Engineering Services to convene a Risk Assessment Working Group. Representatives from Engineering Services Unit, Fleet Management Unit, the Health and Safety Branch and Operations will form this group and carry out the risk assessment.
4. The results of the risk assessment and any necessary actions required will be advised to the report initiator, the Assistant Director Fleet and the Assistant Director Operational Logistics.
5. The Assistant Director Fleet will if necessary organise maintenance or inspection programs to reduce the risk. If the risk treatment is procedural or training related the Assistant Director Operational Logistics will ensure processes are put in place to minimise the risk.

Contact Officer: Manager Engineering, (02) 9742 7456

File Reference: ENG/00234

In Orders 2006/6

Modifications to fire appliances, minor fleet vehicles and trailers

1 Introduction

All fire appliances, minor fleet vehicles and trailers are fitted out and modified as required to ensure consistency with recommended practices and stowage configurations for safe storage of equipment. These processes ensure safety standards are maintained and vehicles are operating within the Australian Design Rules and Roads and Traffic Authority requirements.

2 Requests for stowage modifications

If modifications are considered to be necessary to stowage, refer the request through your Zone Commander to the Fleet Officer Operations or Fleet Area Manager who will have issues listed for consideration by the Fleet Implementation Group.

3 Requests for vehicle modifications

Requests for vehicle modifications that do not affect stowage are managed by the Fleet Management Unit. The request process is the same as for stowage changes.

4 Authorisation of modifications

All modification or rectification work required on fire appliances, minor fleet vehicles or trailers is initially risk assessed, trialled and developed through the Fleet and Engineering Sections.

Modifications are only to be carried out by the Fleet Management Unit, any other modifications are prohibited.

5 Contact officers

Contacts for enquiries about vehicle modifications or stowage configuration changes are given in the table below.

Position	Phone	Mobile	Email
Fleet Officer Operations	9742 7359	0418 253 528	Fleet-Officer.NSWFB@fire.nsw.gov.au
Regional Maintenance Newcastle	9742 7109	0418 644 155	Ted.Clarke@fire.nsw.gov.au
Regional Maintenance Port Macquarie	6584 2590	0408 025 672	Trevor.Nickl@fire.nsw.gov.au
Regional Maintenance Wagga	6921 1784	0428 260 458	Alan.Lepper@fire.nsw.gov.au

Contact Officer: Assistant Director Fleet, (02) 9274 7479

File Reference: FLT/00195.01

In Orders 2008/20, with amendments

Additional equipment for firefighting vehicles

Fire and Rescue NSW's vehicles are commissioned with a standard inventory of equipment for the general tasks associated with firefighting, rescue and hazmat operations.

From time to time Brigades may require additional equipment to meet specific needs identified at a local level. Approval for the provision of such equipment will be made by the Director or delegated representative.

Under this policy only equipment that has been approved or is available through ESCAT can be approved at area level. Officers are not to procure equipment that is not in ESCAT.

Requests for equipment that is not in ESCAT should be sent through the chain of command to the Equipment Development Officer. The EDO will register the request as a new project to receive consideration under the equipment evaluation and configuration management procedures and policies.

Before additional equipment is approved, consideration must be given to the total mass (weight) of the appliance. Officers endorsing equipment must be aware that weight increases and raising the centre of gravity may compromise the legal and safe operation of the vehicle. The gross operating mass (GOM) must always be considered. When equipment is added, the identified GOM of the vehicle must not be exceeded.

Stowage of equipment in locations other than the approved locations must be referred to Engineering Services. As a general rule, Fire and Rescue NSW seeks not to load fire appliances based on conventional, commercial trucks to more than 80% of the manufacturer's rated gross vehicle mass (GVM). The GVM is generally identified on the compliance plate affixed to the chassis of the vehicle.

Whenever there is doubt as to the weight of an appliance, the Fleet Officer Operations must be consulted to confirm that neither safety nor design rules for the appliance are compromised. Where this is unclear or poorly defined, the matter must be referred to the Manager Engineering Services.

All approved additional equipment must be stowed and secured in a safe and ergonomic manner as set out under configuration management. New equipment must be recorded on the equipment inventory of each vehicle.

In Orders 1997/20, with amendments

see also the policy on [Donations of equipment](#) on page 709.

Inventory and change over to new appliances

When a new fire appliance is delivered to a station as part of the fleet enhancement program the appliance will only be equipped with inventory items that have been identified as enhancements.

The appliance will have a detailed inventory placement schedule, including photographs, to assist in the change over of equipment from the existing to the new appliance. Any shortfalls in inventory or discrepancies are to be managed by the relevant zone and area.

It is imperative in the change over of inventory that the receiving station, as far as practical, ensure that all equipment is transferred and positioned in the appropriate locker or secured by brackets or straps.

All new appliances have been specifically designed to ensure the ergonomic and safe storage and handling of equipment. Under no circumstances is the standard layout or inventory listing to be modified unless approved by the Engineering Services Unit, Greenacre. Stations are also to ensure that no additional equipment is placed on these appliances unless it has been approved by the Engineering Services Unit. This is necessary to maintain ergonomic and safe stowage and also to maintain safe gross operating mass limits on these appliances.

Contact Officer: Assistant Director Operational Logistics, (02) 9742 7136

File Reference: CHO/03061

In Orders 2000/25, with amendments

Security of Fire and Rescue NSW vehicles

Fire, damage or theft

1. In the case of fire, damage to, or theft of a Fire and Rescue NSW vehicle:
 - Notify the nearest Police Station, noting the location, Police Officer's name, rank and number.
 - Report the circumstances immediately to your direct supervisor.
 - Furnish a detailed report of the circumstances to the Assistant Director Fleet, giving a full description of the damage or stolen items on the insurance claim form.
 - On the insurance claim form show the loss of any personal items resulting from fire or theft.
2. Fire and Rescue NSW will not accept liability for loss of damage to private property or personal effects which have been left in vehicles owned by Fire and Rescue NSW.
3. All staff are advised to insure private property against loss or damage.

Contact Officer: Fleet Administration Manager, (02) 9742 7411

File Reference: CHO/02275

In Orders 2007/16, with amendments

For damaged cause by an accident see [Accidents with Fire and Rescue NSW vehicles](#) on page 51.

Unattended vehicles

Whenever a Fire and Rescue NSW car or truck is to be parked unattended, the driver of such vehicle is to remove the ignition key for safe keeping.

In Orders 1981/30, with amendments

Closing of locker doors and retractable steps

In order to reduce the frequency of accidents involving damage to fire appliances, station doors, and members of the public, the following instructions must be observed. Locker doors and retractable steps on fire appliances are *not* to be left in the open position during working periods in the station.

In Orders 1971/36, with amendments

Operation of starter motor

As a safeguard against accidents which result when vehicles are started whilst in gear, personnel are instructed to ensure that the gear lever of all manual transmission vehicles is in the neutral position *and the clutch pedal depressed*, during the act of operating the starter.

Note: many appliances are now equipped with a multi-pin power socket for interconnecting to an external battery charger or external power mains. In either case, the cable feeding power to the vehicle must be removed before starting the vehicle.

In Orders 1982/19, with amendments

Jump starting fire appliances

The requirement and use of electrical jumper leads as standard inventory items on appliances has been reviewed and firefighters are no longer to use jumper leads to start appliances.

Modern appliances are now 24 volt and are fitted with state of the art electronic equipment. Incorrectly jump starting or using these appliances to jump start other 24/12 volt vehicles may result in damage to electrical circuits even though anti-zap jumper leads are used.

The majority of stations have been equipped with battery chargers to maintain appliance batteries. As stations receive new appliances, battery chargers are provided. Appliances are now fitted with high output or twin alternators to maintain the batteries and electrical system.

Anderson plugs are being fitted to appliances to avoid injury due to battery explosions and/or short circuits when jump starting. Fire and Rescue NSW maintenance personnel and maintenance contractors will have specifically set up jumper leads that will enable them to jump start appliances from their equipment if necessary.

All jumper leads are to be removed from appliances. The Fleet Operations Officer and Fleet Area Managers will be contacting stations to organise collection of jumper leads in the future. If appliances fail to start the normal reporting mechanisms apply in accordance with the inspection and testing procedures on [page 670](#).

*Contact Officers: GSA Fleet Officer Operations, (02) 9742 7359, Rural/Regional Fleet Area
Managers: Newcastle, 0418 644 155, Port Macquarie, 0408 025 672, Wagga
Wagga, 0428 260 458*

File Reference: CHO/04444 and CHO/03061

In Orders 2005/17, with amendments

Disconnection of *Mowarm* engine heaters

1 Background

In the past, a number of predominantly petrol engined appliances in the Fire and Rescue NSW fleet were fitted with *Mowarm* brand engine heaters. None of these units have been fitted since 1988 as modern appliances derive little benefit from their use.

2 Disconnection

Due to concerns regarding electrical safety and non-compliance with relevant standards, use of *Mowarms* must cease immediately and Station Officers and Captains must ensure they are not connected (plugged in) to electrical power.

The Fleet Management Unit is undertaking a program to permanently disconnect *Mowarms* on appliances. Under no circumstances are *Mowarms* to be reconnected on any appliance after they have been disconnected.

Contact Officer: Assistant Director Fleet, (02) 9742 7479

File Reference: OPS/00137

In Orders 2004/20, with amendments

Pump operations at motor vehicle accidents involving persons trapped

Whilst carrying out normal Fire and Rescue NSW procedures of laying a charged 38 mm hose line with Akron nozzle attached for occupant protection and with the pump in operation, due to the circulation of pump water through the heat exchange unit fitted to the engine, water in the pump reaches very high temperatures, which occurs within 10-15 minutes of the pump being put to work. If it is necessary to use the hose line, serious burns could result to the patient or rescuers caused by the sudden passage of hot water through the nozzle.

On existing appliances, the problem can be overcome by placing the first aid hose into the top of the first aid tank and 'cracking' the pump to reel valve. In the case of appliances fitted with a Godiva UMPX pump, the mode lever should be placed in the high pressure position to provide low (normal) pressure to the deliveries and a flow of water to the first aid reel.

In Orders 1984/21, with amendments

Pump tests - dry vacuum tests

Due to advances in modern pump technology and pump servicing conducted by fleet services there is no further requirement for firefighters to undertake dry vacuum tests. Dry vacuum tests will only be carried out under the direction or supervision of the Fleet Area Managers or the Fleet Officer Operations.

Contact Officer: Fleet Officer Operations, (02) 9742 7359

File Reference: CHO/01518 and FLT/00062

In Orders 2007/4

Godiva UMPX multi-pressure pumps

Position of cross-over valve

The Godiva UMPX multi-pressure pump has a cross-over valve fitted to the pump which allows water to pass from the low pressure or main impeller to the high pressure periphery impeller. There are two positions the valve lever can be directed to, depending on the mode of pumping operations required. Attached to the pump panel are two engraved plates marked Low Pressure and High Pressure.

At all times when the pump is to be used for low pressure pumping operations, ie using 70 mm and/or 38 mm hose from the pump delivery valves, the cross-over valve *must* be in the low pressure position.

Conversely, when high pressure discharge is desired, ie first aid reel operation only, or first aid reel in conjunction with low pressure pumping, the cross-over valve lever is to be in the high pressure position. When high pressure pumping is discontinued, the cross-over valve must be in the low pressure position.

If the cross-over valve is in the high pressure position when low pressure pumping only is required, the consequences will be poor pump performance, and unnecessary load and wear and tear on the engine.

Pump operators are reminded that they are responsible for maintaining the integrity of the water supply for fire fighting, by observing correct pump operating procedures.

First aid tank-to-pump valve

It has been observed on a number of occasions, at fires and drills, that pump operators are failing to close the tank-to-pump valve when operating the pump from reticulated water supplies. Officers-in-Charge and pump operators are reminded that the correct procedures for the operation of the tank-to-pump valve must be adhered to at all times.

The tank-to-pump valve should only be opened when getting to work from first aid tank supply or when back filling the tank by the pump collector method.

Failure to observe the foregoing instruction will result in water going to waste through the first aid tank overflow pipe, causing poor pump performance, particularly when pumping with Godiva UMPX pumps in high pressure mode. Instructions concerning the operation of the tank-to-pump valve are contained in the *Manual of Instruction*, Volume 3, Section 3, Motor Pumping Appliances, First Aid Tank Operation.

In Orders 1986/16, with amendments

FUEL SUPPLIES

Fuel and oil purchasing and use

The policy on [Fuel and oil purchasing and use](#) has been published on the [Administration Policies page](#) of the Intranet.

This policy ensures that FRNSW complies with the NSW Government fuel and oil supply contract for fuel and uses fuel and oil efficiently and safely.

Contact Officer: Assistant Director Fleet, (02) 9742 7479

File Reference: CHO/02520

Commissioner's Orders 2012/17

Fuel supply emergencies in NSW

The Ministry of Energy is responsible for the declaration of a fuel supply emergency in NSW. This may involve:

- establishing restrictions on obtaining fuel by members of the public. For example, restricting the hours of operation of service stations, setting minimum and maximum purchase limits or imposing an 'odds and evens' purchasing system.
- reserving all remaining fuel stocks for emergency and essential services. When this occurs, the State Emergency Operations Centre will be responsible for ensuring the supply of fuel for Fire and Rescue NSW vehicles and employees to enable them to travel to and from work.

The Fire and Rescue NSW response to the declaration of a fuel supply emergency in NSW will use a three level approach to reduce fuel consumption and maintain service delivery.

Stage 1 Fuel Supply Emergency

During this stage, essential service users including Fire and Rescue NSW vehicles as well as Fire and Rescue NSW employees who are unable to use public transport to proceed to and from duty will be able to obtain fuel despite any restrictions that are applied to members of the public. It will be necessary for Fire and Rescue NSW employees to obtain an Essential Services Fuel Authority from a Police Station in order to purchase fuel for a private vehicle. Restrictions will be established to ensure Fire and Rescue NSW appliances and vehicles are only used for necessary journeys.

Stage 2 Fuel Supply Emergency

This stage occurs when the stocks of fuel available in NSW decline to a low level and all service stations are prohibited from selling fuel to anyone other than essential service users. Increased restrictions will be put in place to ensure Fire and Rescue NSW appliances and vehicles are only used for necessary journeys. Additional measures such as the introduction of car pooling arrangements may be introduced to ensure that employees are able to travel to and from work.

Stage 3 Fuel Supply Emergency

This stage occurs when the stocks of fuel available in NSW decline to a critically low level. The State Emergency Operations Centre will coordinate the supply of fuel only to vehicles identified by Fire and Rescue NSW as critical for providing fire protection to the community. The Major Incident Coordination Centre will consult with the Directorates to ensure those appliances and vehicles that are necessary to maintain service delivery are supplied with fuel.

Further information

You can get the full [Fuel Supply Emergency Policy](#) from the Specialised Operations page of the Intranet.

Contact Officer: Director Operational Capability, (02) 9265 2713

File Reference: CHO/02520

In Orders 2003/12, with amendments

URBAN PUMPER

Pumper classification system

1 Introduction

The former method of identifying pumping appliances as five types has been replaced with a classification system which places pumping appliances into three classes. The former method was found to be unnecessarily complex and no operational benefit was gained by having the five types.

Types 3, 4 and 5 pumpers have been consolidated into one classification: Class 3. The distinction between Types 3, 4 and 5 was based on water pump performance. Experience and engineering calculations have shown that the 4000 litres per minute pump used in the Type 3 appliance meets all operational requirements.

2 Classification system

To facilitate identification and allocation of firefighting appliances the following classifications are used:

- Class 1 These are 4 x 4 crew cab tankers. The term 'composite' is no longer to be used. Tankers may be rescue or hazmat capable. Their scope of operation is as an ancillary grass or bush firefighting appliance on the urban/bushland interface or a secondary appliance providing fire cover, primary rescue or intermediate hazmat services. The pump capacity is a minimum of 1500 litres per minute.
- Class 2 These are 4 x 2 crew cab pumping appliances located in rural/regional or metropolitan areas where community infrastructure is of an intermediate hazard level and the number of fire calls results in the staffing for the area being predominately retained staff. The scope of operation is as a primary or secondary pumper depending on the location. The Class 2 appliance may be configured to undertake primary rescue roles in some locations. The Class 2 may be fitted with a manual or automatic transmission. The pump capacity is a minimum of 3000 litres per minute.
- Class 3 These are 4 x 2 crew cab pumping appliances located in regional or metropolitan areas where hazard levels and call rates usually require permanent staff on the Standard roster. The scope of operation is as a primary pumper servicing all hazard levels including support for aerial operations. The Class 3 appliance may also be configured to undertake primary rescue or hazmat roles in some locations. The Class 3 appliance is fitted with an automatic transmission and in-cabin BA seating. The pump capacity is a minimum of 3700 litres per minute.

3 Call signs

Although appliances with varying pump capacities fall under the Class 3 classification, the call sign for all Class 3 and Class 2 appliances is either Pumper, Rescue Pumper or Hazmat Pumper. The call sign for Class 1 appliances is either Tanker, Rescue Tanker or Hazmat Tanker. The call sign or designation of 'Super Pumper' is deleted. Standard Operational Guideline No 2.4, *Radio call signs*, will be amended to reflect this.

The call sign for the City of Sydney high volume pumper is now 'Runner 1'.

Contact Officer: Fleet Officer Operations, (020 9742 7359

File Reference: FLT/00047 and STS/00001F

In Orders 2008/6 and In Orders 2008/7

See also the [Vehicle identification handbook](#) on the Intranet.

Service exchange vehicle and training appliance identification and callsigns

1 Service exchange vehicles

The primary purpose of service exchange vehicles (SEVs) is to replace appliances when they are undergoing maintenance or repair.

During major emergencies SEVs may be used for Strike Teams. In these circumstances the callsigns for SEVs will be as follows:

Class	Callsign	Meaning
Class 1 SEVs (tankers)	STT followed by a number, eg STT01	Strike Team Tanker
Class 2 and 3 SEVs (pumpers)	STP followed by a number, eg STP01	Strike Team Pumper

2 Training appliances

Training Appliances will be allocated permanent identification/callsigns. This identification/call sign will be used when Training Appliances are used for Strike Teams.

Class	Callsign	Meaning
Class 1 (tankers) Note: there are no tankers currently attached to training centres	TT followed by a number, eg TT01	Training Tanker
Class 2 and 3 appliances (pumpers)	TP followed by a number, eg TP01	Training Pumper
Other appliances	TA followed by a number, eg TA01	Training Appliance

3 Allocation of identification/callsigns

The Fleet Officer Operations is responsible for the allocation of identification/call signs to all SEVs and training appliances.

Fleet will place identification/call sign markings both sides and the roof of the appliances. A small sticker will also be placed near the radio in the cabin.

The Fleet Officer Operations will inform the Manager Operational Communications of identification/call signs, appliance registration numbers and the location of SEVs and training appliances for entry into the dispatch system.

Contact Officer: Fleet Officer Operations, (02) 9742 7359

File Reference: CHO/00997

In Orders 2008/12

Varley Commander - throttle modification

1 Scope and application

The Varley Company is currently undertaking a modification to the throttle operation of all Varley Commander appliances.

The automatic transmission manufacturer, ZF, requires this modification to prevent early transmission failure and ensure maximised operational life. This throttle delay requirement will affect of the automatic transmissions in fire appliances and is utilised in numerous commercial vehicles in different industries.

2 Operation

The modification prevents the throttle operating until the transmission has fully engaged its clutches and selected gear. This prevents the clutches slipping due to the throttle being activated too quickly after selecting a gear from neutral.

After the modification, drivers may notice a slight delay (about 1 to 1½ seconds) when a gear is first selected, although this will only be noticed if the throttle is activated immediately after selecting a gear. Once the vehicle is in gear and the throttle is active, the delay is no longer required and the throttle will operate normally.

If the throttle is depressed or the engine is above idle speed for any reason before a gear is selected, the engine will automatically return to idle while the transmission engages clutches and selects gear. To reactivate the throttle, the driver must simply lift his or her foot all the way off the pedal to reset the throttle. After this reset, normal throttle operation will be available.

A difference may be noticed in situations where drivers are changing rapidly in and out of gear, for example during hurried three point turns. It is emphasised that in the majority of situations the driver should not notice any significant change.

Station Officers are to ensure that all accredited drivers of Varley appliances under their supervision are aware of the contents of this instruction.

Contact Officer: Fleet Officer Operations, (02) 9742 7359

File Reference: ENG/00198 and ENG/00220

In Orders 2003/20

AERIAL APPLIANCES

Depressurising the ground jacks of ladder platforms

Operators and Officers are to note the following correct method for depressurising the ground jacks on all ladder platforms (Brontos), except those with automatic jacking:

1. Where the appliance is situated on flat level ground, all ground jacks can be depressurised at the same time thus preventing any damage to the jacks or the chassis. An alternative to this is to depressurise the ground jacks in pairs. For example, the front pair can be depressurised and then the rear pair can be depressurised.
2. Where the appliance is situated on sloping, undulating or uneven ground, the ground jacks must be depressurised in pairs. That is, the rear ground jacks are to be depressurised so that the rear wheels of the appliance are on the ground, then commence depressurising the front ground jacks. *At no time are the off-side or near-side ground jacks to be depressurised in pairs as this places undue stresses on the jacking system which will result in severe structural damage.*

Caution: when operating the appliance on a gradient, operators must be aware that the rear control panel door can sustain damage as a result of coming into contact with the ground. Preventative measures must be taken to avoid damage.

In Orders 1997/10, with amendments

Wearing safety harnesses

Members are reminded of their obligations under the *Occupational Health and Safety Act* and the need for compliance with Fire and Rescue NSW safe operating procedures.

A member who is operating from the cage or boom of a Fire and Rescue NSW aerial appliance must at all times be correctly attired in the appropriate safety harness or safety belt, as must any member who is observing or carrying out work from the aerial appliance.

Operators must never elevate the booms or ladder bank without ascertaining:

- that *all* persons, on the ladder bank or in the cage, are correctly fitted with the appropriate safety harness.
- that *all* persons are correctly secured to a solid fitting with the appropriate lanyard.

Operators are further instructed that should anyone decline to wear the appropriate safety harness or belt for any reason, the operator must not elevate the aerial appliance until compliance with this instruction has taken place.

In Orders 1994/24, with amendments

See also the instruction on [Non-operational use of aerial appliances](#) on page 46, which covers members of the public riding on aerial appliances.

Pumping into aerial appliances

When an appliance is being utilised to supply water to an aerial appliance it is to be committed to that purpose only. Under no circumstances shall remaining deliveries be used for other purposes.

In Orders 1985/35

Use of life/rescue lines with aerial appliances

Instructions are issued that all personnel are to be conversant in the procedure for using Fire and Rescue NSW rescue lines and their attachment to the various aerial appliances.

Chest harness and stretcher rescues

When using a life/rescue line for chest harness or stretcher rescues, a guide line is always to be used to prevent undue swaying of patient and to ensure safe delivery to the ground at the designated point.

The carabiner and pulley are to be attached to the appropriate fitting at the head of the ladder or boom and the chest harness or stretcher at the free end of the life/rescue line by means of a carabiner.

On turntable ladders the standing part of the life/rescue line is to be placed on the fairlead pulley, then take two turns around the friction bollard.

Aerial pumpers do not have a fairlead pulley, the line being placed on the friction bollard as above, and is to be attended by two firefighters when in use.

For chest harness rescues, the belt should be fastened around the patient high up, under the armpits, with the suspension fitting at the front.

CAUTION: *under no circumstances is the standing part of the rope to be tied or made fast to any object which would otherwise prevent the rope from moving on the friction bollard.*

This instruction is to be read in conjunction with instructions detailed in the *Manual of Instruction* Volume 3 Section D Topic 12 headed *Rescue operations using aerial appliances: fire - non-fire*.

Station Commanders in charge of aerial appliances are to ensure sufficient time is spent on rescue drills utilising the rescue apparatus and that all personnel at the station are familiar with the procedures for safe efficient and proper operating practices.

Wherever practicable, Duty Commanders should include a station not being an aerial appliance station in drill periods to enable personnel to become familiar with and operate the life/rescue lines in conjunction with stretcher and chest harness.

In Orders 1984/38, with amendments

FOAM TRAILERS

1 Introduction

Foam trailers are placed at strategic locations around NSW to store foam concentrate so that it can be transported to an incident when required.

2 Specification

Each trailer carries:

- 40 x 20 litre drums of ATC 3-6% Class B foam concentrate on its tray, and
- 2 x 60 litre hazmat bins strapped to the front section of the chassis.

The trailers carry 3-6% ATC Class B foam concentrate because it can be readily used with in-line foam eductors. The hazmat bins are for decanting the concentrate.

3 Operation, stowage and maintenance

A Recommended practice for foam trailers, covering safety, operation, stowage and maintenance, is supplied with each trailer and is available on the Intranet.

These instructions must be reviewed by staff responsible for the trailers and by drivers before towing a trailer.

4 Towing

A minimum towbar capacity of 1600 kg in the horizontal and 120 kg in the vertical is required to tow these trailers.

Drivers must check their vehicle's towbar, tow frame and tow ball compliance plate or label to ensure their towbar meets this requirement before towing a foam trailer. The compliance plates may be on the underside of the frame on some vehicles.

For safe driving practices see [Towing trailers](#) on page 30.

5 Locations

Foam trailers are located at the following stations:

45	Miranda	27	Parramatta
61	Lane Cove	85	Chester Hill
216	Bathurst	217	Batemans Bay
228	Berkeley Vale	257	Coffs Harbour
260	Newcastle	277	Dapto
278	Deniliquin	280	Dubbo
299	Narrabri	305	Goulburn
360	Leeton	316	Goonellabah
359	Lawson	392	Muswellbrook
424	Port Macquarie	452	Tamworth
472	Turvey Park		

Where possible, the trailers have been located where there is a Fire and Rescue NSW vehicle available to tow them. Where this is not the case, Zone Commanders are responsible for making suitable arrangements through the Local Emergency Management Committee.

6 Activation

A foam trailer can be responded by a Communication Centre at the request of the Incident Controller or at the discretion of the Communication Centre Supervisor.

Contact Officer: Assistant Director Specialised Operations, (02) 9318 4872

File Reference: CHO/00969 *In Orders 2002/13, as amended by In Orders 2007/6, with amendments*

MINOR FLEET

Establishment

1 Establishment Register

- 1.1 The approved vehicle establishment is as shown in the Register maintained by the Fleet Administration Manager. The Register sets out the approved number of vehicles within the fleet, their type, location, allocation and greenscore.

2 Changes to the establishment

- 2.1 Changes to overall vehicle numbers can only be approved by the Commissioner.

3 Ordering and change over of vehicles

- 3.1 Vehicles are to be changed over in line with the Minor Fleet Replacement Program.
- 3.2 The Fleet Management Unit will, from information provided on the running sheets, estimate the time required to organise the replacement of a vehicle, and will forward a replacement request to the Assistant Director, Area Commander or Director for approval.
- 3.3 Replacement vehicle types and equipment installed on vehicles will be as defined in the [Minor fleet functional specification](#) and sourced from the NSW State Contract.

Contact Officer: Assistant Director Fleet, (02) 9742 7479

File Reference: CHO/02275 In Orders 2007/16, as amended by Commissioner's Orders 2012/25

Specifications

1 Policy

- 1.1 Models, types and colours for vehicles for both operational and non-operational use are determined by the Fleet Management Unit in line with the [Minor fleet functional specification](#) and government policy. Vehicles will only be approved in accordance with these specifications.
- 1.2 Functional requirements for vehicles such as trucks and buses will be specified at the time of acquisition.
- 1.3 Auxiliary equipment such as two way radios and mobile telephones must only be fitted by Fire and Rescue NSW electrical contractors in line with Fire and Rescue NSW specifications.
- 1.4 To facilitate effective fleet management, personal choice in vehicle fittings will not be accommodated before or after delivery, except on the basis of a clear operational or safety need, or to accommodate a disability.
- 1.5 The Deputy Commissioner and the Deputy Chief Executive will consider any deviation from the standard fleet specifications after receiving written advice from the Minor Fleet Committee.

2 Vehicle fit-out, colours and markings

- 2.1 All vehicles allocated to operational personnel will be red in colour and fitted with standard permanent logos, striping, roof mounted warning lights and siren. These are referred to as *operational vehicles*.

- 2.2 Pool cars will not necessarily be red. They will be fitted with concealed sirens, magnetised flashing lights and a dash-mounted strobe light. On the exterior they will have striping and permanent logos. These are referred to as *pool operational vehicles*.
- 2.3 Service vehicles used by Communications Technicians, Fleet and Properties Area Managers will not necessarily be red. They will be fitted with concealed sirens, magnetised flashing lights and a dash-mounted strobe light. On the exterior they will have permanent logos. These are referred to as *service vehicles*.
- 2.4 The only exceptions to 2.1 to 2.3 above are:
- the Commissioner
 - Senior Executive Service personnel with a vehicle on salary sacrifice,
 - managers with a vehicle on salary sacrifice
 - Chief Superintendents, and
 - the Chaplain.

These personnel may elect to use a magnetic roof mounted light and dash mounted strobe, and to select colours other than red, if desired. Chief Superintendents and the Chaplain will have the logo permanently fitted beneath their vehicles' wing mirrors which will then classify their vehicles as *marked* for Fringe Benefits Tax purposes.

Contact Officer: Assistant Director Fleet, (02) 9742 7479

File Reference: CHO/02275

In Orders 2007/16, with amendments

Minor fleet operating procedures

Minor fleet vehicles are fitted with various controls and systems (eg cruise control, traction control, anti-lock brakes) which may, if used correctly, improve the vehicle's ergonomics and safety.

In some situations it may be desirable to disable or enable some functions. As all vehicles differ it is not possible to issue generic advice on the correct operation and use of these controls and systems.

All drivers should ensure that they are familiar with the controls and systems in the vehicles they use. The best source of information on the function and correct use of controls and systems is the vehicle's *Owners Handbook*.

Contact Officer: Manager Appliance Training, (02) 9318 4356

File Reference: CHO/01897

In Orders 2008/2

Allocation of vehicles

1 Application

- 1.1 This policy applies to all employees who are allocated vehicles except those who hold a vehicle as part of a salary package.

2 Allocation is to positions

- 2.1 Vehicles are allocated to positions, not individuals, to facilitate effective and efficient discharge of duties.

- 2.2 If the holder of a position changes, any vehicle allocated to the position remains with the position.

3 Vehicles must be available

- 3.1 Vehicles must be available for use for official purposes at all times.
- 3.2 Vehicles must be available for use when not required by the person allocated the vehicle.
- 3.3 If an employee is not replaced while on leave, the vehicle must be returned to the workplace location for the duration.
- 3.4 During an operational emergency, vehicles will be allocated according to operational requirements. When a vehicle is required for operational use, the employee must relinquish it and, if required, deliver it to a specified location.

4 Driver's responsibilities

- 4.1 The driver is responsible for arranging the vehicle's servicing, repairs, preservation and road worthiness at all times, and must adhere to all road regulations and instructions.
- 4.2 The policy on [Penalty notices for driving offences](#) on page 49 applies to all employees allocated Fire and Rescue NSW vehicles.

5 Responsibility for allocations

- 5.1 Directors may reallocate vehicles as required within their Directorate to meet operational requirements or work commitments, so long as the reallocation does not increase overall fleet numbers.
- 5.2 Transfers of vehicles beyond a Directorate must be approved by the relevant Directors.
- 5.3 Additional vehicles must not be bought or leased without the written approval of the Commissioner as it increases the vehicle establishment.
- 5.4 Long term car hire (more than one month) must be approved by a Director, in accordance with the policy on [Hiring cars](#) on page 663.

6 Reporting changes to allocations

- 6.1 Notification of all changes to fleet details (including changes of location or allocation of vehicles) must be sent to the Fleet Administration Manager and the Senior Finance Officer in writing within seven days.
- 6.2 The notification must state whether the relocation is permanent or the duration of the transfer so that records may be amended.

Contact Officer: Assistant Director Fleet, (02) 9742 7479

File Reference: CHO/02275

In Orders 2007/16, with amendments

Changeover of minor fleet vehicles

All accessories and inventory items supplied with vehicles on delivery must be returned with the vehicle at the end of the lease.

These items include, but are not limited to:

- spare keys
- vehicle log books
- fuel cards
- car mats
- fire extinguisher
- first aid kit
- torch charger
- smart bar (country vehicles)
- cargo barrier (station wagons)
- tonneau cover (utes)
- vehicle fittings, eg rear seats (4WD wagons), CD storage cartridges, etc, removed from the vehicle since its delivery, and
- joey beds/cargo drawers.

Returned vehicles will be checked against the original purchase order and fit out instruction to ensure that all of the vehicle's accessories are with the vehicle on return for change over. Vehicles cannot be forwarded for auction if items are missing.

Additionally, all non Fleet-approved items or any item fitted after changeover must be removed before the vehicle's return to the Fleet Unit at lease end unless prior arrangements have clearly been made with the Fleet Unit to have the items removed after changeover. The removal, storage and costs of all non-standard accessories are the responsibility of the vehicle's operating unit.

Non-standard items outside Fire and Rescue NSW functional requirements include, but are not limited to:

- driving lights
- fog lights
- winches
- drawer systems other than those approved by the Fleet Unit.

Modification of the vehicle itself in any way including alterations to the vehicle's body, suspension, engine or drive train is strictly prohibited.

Contact Officer: Assistant Director Fleet, (02) 9742 7479
File Reference: CHO/02275

In Orders 2005/7

Fringe Benefits Tax reporting

In order to comply with Australian Taxation Office requirements for Fringe Benefits Tax reporting, the speedometer reading for all minor fleet vehicles is to be recorded as at 31 March each year. If a vehicle is not used on 31 March, the speedometer reading at the conclusion of the last journey prior to 31 March is to be recorded.

It is essential that all minor fleet vehicles' running sheets for the week including 31 March are submitted promptly to ensure that the kilometres readings are entered onto the relevant database as a matter of priority.

This instruction does not apply to the drivers of SES or packaged vehicles who provide this information separately.

Contact Officer: Manager Governance and Compliance, (02) 9742 7438

File Reference: CHO/06956

In Orders 2008/7, with amendments

Hiring cars

This instruction should be read in conjunction with the policies on [Allocation of vehicles](#) on page 660 and [Use of pool cars](#) on page 664.

1 Policy

Before approving the hire of a car, managers must take into consideration the use of:

- public transport
- taxi services
- airline services
- pool cars located at Greenacre, Alexandria and Head Office.

The mode of transport chosen should be the most cost effective option. For example if the car would lie idle for more than two hours while, on behalf of Fire and Rescue NSW, the driver attends a medical appointment, training course or Court proceedings then use of a taxi or public transport would be the preferred option.

Hire cars are unmarked and as such will generate an FBT liability for private use. A running sheet must be completed where the hire car is subject to private use.

2 Approval

Delegations for the approval of car hire are given in section 1.16 of the [Delegations manual](#). All costs associated with car hire must be met by managers from their own budget and cost centre.

All car hire for periods in excess of one month and requests for further extensions must be approved by a Director.

3 Use of StateFleet

Where possible, cars should be hired from StateFleet, who offer a package including unlimited fuel and kilometres, or any approved hire company.

Contact Officer: Fleet Administration Manager (02) 9742 7411

File Reference: CHO/02275

In Orders 2007/16, with amendments

Use of pool cars

1. Pool cars are maintained as a resource for personnel from specialised units and as a means of providing:
 - replacements for response vehicles when the response vehicles are being repaired or serviced, or during vehicle change over,
 - sufficient vehicles for use by personnel to perform official duties, and
 - additional response vehicles during major emergencies.
2. Before using a pool car you must consider the use of public transport or Cab Charge as an alternative means of travel. The most cost effective and environmentally friendly means of travel must be chosen where practicable.
3. You should avoid appointments at the start or end of the working day to minimise the requirements for the overnight use of a pool car. Other than for the above, pool cars are not to be taken to private residences overnight.
4. Before booking a pool car you must complete the [Motor vehicle request form](#) (available on Station Portal) and have it approved by your supervisor.
5. If you cannot return a pool car to the pool by the time nominated, you must notify the officer in charge of the pool, or their nominee, providing the reason and the time of return.
6. Pool cars must be parked in normal Fire and Rescue NSW parking areas at nights and on weekends, unless required to be used in special circumstances, with the approval of a delegate under delegation 16.7 of the [Delegations manual](#).
7. During major emergencies and bushfire alerts operational needs have absolute priority for allocation of pool cars.
8. Requests for short term (more than five days and less than one month) allocation of pool cars should be made through the Fleet Management Unit, with the signed endorsement of your Assistant Director or Area Commander.
9. Requests for the allocation of pool cars for periods in excess of one month, and requests for further extensions, must be approved by your Director.
10. If you book a pool car for more than one month, the expenses associated with that car for that period will be debited against your cost centre.

Contact Officer: Fleet Administration Manager, (02) 9742 7411

File Reference: CHO/02275

In Orders 2007/16, with amendments

Running sheets

1. It is the responsibility of all individuals using Fire and Rescue NSW vehicles to accurately complete all aspects of vehicle running sheets.
2. It is mandatory to record and code all trips for the purpose of determining Fire and Rescue NSW's Fringe Benefits Tax (FBT) liability.
3. Vehicle running sheets are subject to audit and it is essential that staff are specific and accurate in completing their entries. Making a false declaration could result in disciplinary action and cost recovery.
4. The [Motor vehicle running sheet](#) available on Station Portal meets NSW Government and the Australian Taxation Office requirements. No other running sheets are to be used nor may the standard running sheet be modified.
5. Running sheets must be checked for completeness by a delegate under delegation 16.7 of the [Delegations manual](#). Checking is to ensure that all necessary details have been completed to ensure compliance with audit requirements.
6. Supervisors should ensure that all running sheets for their area are correctly data entered, completed and forwarded to Greenacre Finance Branch on a 14 day basis.
7. Drivers of vehicles that are supplied as part of a salary sacrifice arrangement (ie members of the Senior Executive Service) are to provide a record of their usage by prior arrangement with Fire and Rescue NSW.

Contact Officer: Manager Governance and Compliance, (02) 9742 7438

File Reference: CHO/02275

In Orders 2008/10, with amendments

Use of Sydney Airport car park

As a matter of economy, Fire and Rescue NSW vehicles must not be parked in Sydney Airport car park for longer than one day.

Employees travelling from Sydney Airport should consider the use of alternative means of transport such as public transport or CabCharge.

Employees may seek permission from the State Training College at Alexandria to park there and catch the train to the airport.

Contact Officer: Director Finance, (02) 9265 2925

File Reference: CHO/03404

In Orders 2004/18, with amendments

Servicing minor fleet vehicles

1. The person to whom a minor fleet vehicle has been allocated is responsible for arranging service and maintenance of the vehicle.
2. Before arranging servicing of a minor fleet vehicle, users must contact the Fleet Management Unit on (02) 9742 7117 to obtain an order number and to ensure that all work is carried out at Government Contract rates. If repairs to the vehicle are required as a result of the service, the Fleet Management Unit must be contacted for approval to proceed with the repairs and to obtain a further order number.
3. Vehicles must be serviced at manufacturers' recommended intervals.
4. No Fire and Rescue NSW vehicle is to be driven while a defect exists which would render it unsafe or cause further mechanical damage to the vehicle.

Contact Officer: Fleet Administration Manager, (02) 9742 7411

File Reference: CHO/02275

In Orders 2007/16, with amendments

Replacement of tyres

Before replacing damaged or worn tyres on a Fire and Rescue NSW leased or owned vehicle the following procedure is required:

1. Ensure that the tyre supplier or repairer is a NSW Government approved supplier. If in doubt please contact the Fleet Unit to confirm the supplier's compliance.
2. Arrange for the work to be carried out and provide the supplier with an order number.
3. Replacement tyres are to be of the same quality and design as the original tyres. Approval for order numbers will not be given for more expensive tyres that exceed the vehicle's requirements.
4. An order number can be obtained by ringing the Fleet Administration Office on (02) 9742 7117, or if you are located outside the gSa from the Area Manager Wagga Wagga (mobile 0408 260 458), Newcastle (mobile 0418 644 155) or Port Macquarie (mobile 0408 025 672).
5. All invoices should be endorsed that the work was satisfactorily completed and forwarded to the Fleet Unit, Logistics Support, Locked Bag 13 PO, Greenacre NSW 2190.

Contact Officer: Fleet Administration Officer, (02) 9742 7411

File Reference: FLT/00078

In Orders 2001/10, with amendments

PRIVATE USE OF VEHICLES

1 Policy

- 1.1 Fire and Rescue NSW vehicles are provided for official business. Employees can only use Fire and Rescue NSW vehicles for private purposes in accordance with this policy.
- 1.2 Unless an employee has a vehicle on salary sacrifice, vehicles must not be home garaged or used for private purposes during sick, annual or extended leave.
- 1.3 Unauthorised use of Fire and Rescue NSW vehicles may result in disciplinary action.

2 Vehicle Fringe Benefits Tax status

- 2.1 The following table shows the Fringe Benefits Tax (FBT) classifications of Fire and Rescue NSW vehicles.

Classification	Description	Subject to FBT when applied for private use	Subject to FBT when garaged at home	Reportable Fringe Benefit
Marked cars	Permanently visibly marked exterior and is fitted with warning lights and siren/alarm	Yes	No	No
Un-marked cars	Non-permanent exterior markings (magnetic, removable or no logo) and may be fitted with warning lights and siren/alarm	Yes	Yes	Yes
Salary packaged cars		Yes	Yes	Yes

- 2.2 Vehicles exempt from FBT for home to work travel are marked cars as in the description in 2.1 above. Fire and Rescue NSW operational, pool and service vehicles fall under the marked car description.
- 2.3 Fire and Rescue NSW is required by law to include on employees' payment summaries (group certificates) the value of any fringe benefits, including private use of Fire and Rescue NSW unmarked cars, where the total exceeds \$2000.
- 2.4 Vehicles which fit the marked car criteria in 2.1 above and are used in accordance with this policy will be FBT exempt for journeys between work and home or home and work only. Any other private use will incur an FBT liability. As they are marked cars no reportable FBT amount will be shown on employees' payment summaries (group certificates) for private usage, but FBT will be paid by Fire and Rescue NSW.

3 Senior Executive Service and managers with a vehicle on salary sacrifice

- 3.1 Members of the Senior Executive Service have the option of leasing a vehicle through salary sacrifice. As this is a personal arrangement for which they pay, these employees may use their vehicles for private purposes and are subject to reportable FBT.

4 Executive Officers

- 4.1 Executive Officers (Chief Superintendents and Superintendents) work on a flexible basis according to the needs of Fire and Rescue NSW on any day of the week or at any time of the day. Because of this requirement, private use and home garaging of vehicles is authorised except when officers are on sick, annual or other extended leave.
- 4.2 All use, including private use, must be recorded on vehicle running sheets. Home to work travel in marked vehicles as described in 2.1 will not incur any FBT liability. Private use of marked and unmarked vehicles outside of home to work travel will incur an FBT liability which will be paid by Fire and Rescue NSW.
- 4.3 Unmarked vehicles will incur an FBT liability and a reportable FBT amount for private use as they do not qualify as an emergency service vehicle for taxation purposes.
- 4.4 All vehicle running sheets must record and distinguish between business and private use to ensure the appropriate amount of FBT can be accurately identified. For unmarked vehicles (see 2.1 above), a reportable FBT amount will be generated and will be shown on employees' payment summaries (group certificates) where the value of private use exceeds the threshold amount (\$2000).

5 Command and specialist staff on call

- 5.1 Some officers and specialist staff have access to Fire and Rescue NSW vehicles for official business and are rostered to be available for operational response to perform functions in an Incident Management Team.
- 5.2 These officers can be authorised by delegates under delegation 16.7 of the [Delegations manual](#) to garage the vehicles at home. Private use of the vehicle can be authorised but only when their Incident Management Team is rostered on call.
- 5.3 These officers are not required to home garage a vehicle. They may choose to garage the vehicle at the workplace if they prefer.
- 5.4 When on call, these officers must be contactable at all times and available for response.
- 5.5 Any private use of the vehicle must be recorded on the vehicle's running sheet. Journeys between work and home or home and work in marked vehicles will be exempt from FBT. Other private use will generate an FBT liability which will be paid by Fire and Rescue NSW. There will be no reportable FBT amount generated by these marked vehicles.

6 All other staff

- 6.1 The Premier's Department guidelines for the private use of official vehicles apply to all other staff, including staff in specialised positions who are not formally rostered on call. The guidelines recognise that it is sometimes more efficient for staff to start or finish work at their home than to return to their normal place of work.
- 6.2 Staff may only be authorised to use Fire and Rescue NSW vehicles for private travel to and from work in the following circumstances:
 - when they are performing duties in the field using a Fire and Rescue NSW vehicle and the time and distance to be travelled renders a return to the workplace unfeasible within normal working hours, or

- when they will proceed to duties directly from their homes on the following day, at a location away from their normal workplace, and the travel cannot be more economically addressed by Cab Charge, and
- when home garaging will result in reduced vehicle usage or more effective utilisation of the employee's time on duty.

6.3 The use of Fire and Rescue NSW vehicles under the provisions of 6.2 must be approved on each occasion by a manager with a delegation under delegation 16.7 of the [Delegations manual](#). There must be a genuine service need on each occasion that approval is given.

Note: staff may not authorise their own private use of vehicles or home garaging.

6.4 Employees are not required to home garage a vehicle, and may leave the vehicle at the workplace if they prefer.

6.5 Private use in this case is restricted to travel between home and the workplace only. The vehicle must not be used for any other private travel.

6.6 If you have been authorised to home garage a Fire and Rescue NSW vehicle, you must be contactable and available outside normal business hours by pager or telephone in case the vehicle is required for urgent operational use.

7 Garaging of vehicles

7.1 Employees garaging Fire and Rescue NSW vehicles at their homes are responsible for the vehicle while it is in their care.

Contact Officer: Assistant Director Fleet, (02) 9742 7479

File Reference: CHO/02275

In Orders 2007/16, with amendments

INSPECTION AND TESTING

Vehicle and tyre inspections

SIMS worksheet, [Appliance](#) (Version 03) and SIMS worksheet, [Tyres](#) (Version 01) are published on the [SIMS Appliance Worksheets page](#) of the Intranet.

Appliance inspections

[SIMS worksheet, Appliance](#) applies to all appliances. On the new worksheet, inspection procedures have been clarified and simplified, and some inspections have been shifted to a weekly schedule. The worksheet includes:

- Setting up the Automatic Vehicle Location system
- Sections describing vehicle acceptance testing
- Current contact details and reporting procedures for appliance faults.

Tyre inspections

[SIMS worksheet, Tyres](#) applies to all FRNSW heavy vehicles and trailers with two or more axles. On this worksheet:

- Daily tyre inspections consist of a visual check of tyre inflation and the tightness of wheel nuts by checking the alignment of wheel nut indicators.
- Weekly tyre inspections include tread depth, the evenness of tread wear, testing tyre pressure, and the general condition of tyres.

Contact Officer: Fleet Officer Operations, (02) 9742 7359

File Reference: FRN13/373

Commissioner's Orders 2013/8, with amendments

Registration inspections

The following vehicles require annual inspections:

- light commercial vehicles (cab chassis) fitted with bodies,
- vehicles exceeding 2 tonnes, and
- trailers exceeding 500 kg GVM.

The RTA will not renew registration of vehicles requiring inspection if the serial number of the inspection certificate is not supplied prior to the registration expiry date.

To enable Fire and Rescue NSW to have the inspection certificate serial numbers ready, pink slips can now be obtained three months before the common registration expiry date. This means that the inspection process for minor fleet vehicles, including both passenger vehicles and trailers, can commence on 15 November.

1 Minor fleet vehicles

The Fleet Administration Manager will advise the allocated section/officer of the requirement for an inspection of their vehicle/trailer.

Those responsible for these vehicles are instructed to obtain inspection certificates as soon as possible after 15 November. Inspection certificates must be forwarded to the Fleet Administration Manager before the end of January.

2 Fire appliances greater than 5 tonnes

These vehicles are inspected under the Fleet Management Unit's heavy vehicle inspection program.

3 Other vehicles

Other vehicles (not fire appliances) with a tare weight exceeding 5 tonnes must be inspected by the RTA every 12 months. This includes Fire and Rescue NSW transport/general use trucks. Buses above 2.5 tonnes with seating for more than 8 passengers require six-monthly RTA inspections. This includes Fire and Rescue NSW's Mitsubishi Rosas and Hiace buses.

The Fleet Operations Officer will notify those concerned of the vehicles to be inspected.

Contact Officer: Fleet Administration Manager, (02) 9742 7411

File Reference: FLT/00131 In Orders 2003/23, as amended by In Orders 2005/3, with amendments

MAINTENANCE

Bodywork

Station Commanders must ensure that:

1. during pumping operations and/or situations where the appliance is subject to water exposure, all windows, doors and roller shutters are to be kept closed when not in use;
2. if salt water has been used, the pump and bodywork are to be thoroughly cleaned with fresh water;
3. after pumping operations, and response in inclement conditions, the bodywork is to be chamoised after return to the station, regardless of the time;
4. the area located under and around the AFFF containers is to be examined for any spillage. Any evidence of spillage is to be immediately removed with fresh water;
5. motor drivers are to inspect their appliance for signs of rust and report any early signs to the Station Commander;
6. it will be the responsibility of the Station Commander to carry out random checks of the appliance to ensure that the procedures are adhered to;
7. notification of any signs of rust are to be made in the faults notification book which accompanies the appliance to the workshops.

Workshop staff will inspect all appliances entering the workshops for maintenance in an endeavour to identify early problems. Senior officers, during station inspections, are to ensure that these provisions are strictly adhered to.

In Orders 1985/33, with amendments

Washing appliances

See also the instructions relating to [Mandatory water restrictions](#) on page 95

1 Protection of the Environment Operations Act 1997

The *Protection of the Environment Operations Act 1997* (previously the *Clean Waters Act 1970*) prohibits activities which cause polluted water to run into stormwater drains. Fire and Rescue NSW has not been fined under this Act, but councils and individuals have complained about appliances being washed in the street. We therefore need to prevent detergents and other pollutants from entering stormwater drains when washing appliances and cleaning hoses.

2 Washing without detergent

If the hose or appliance is not contaminated with grease, oil or chemicals, it can be washed at any location using water only.

3 Washing with detergents

If an appliance or hose requires washing with detergents, there are a number of options. Each station will have different opportunities available in their area. Possible options include:

- if your station has water treatment facilities fitted, appliances and hose can be washed there;
- an adjacent station with installed water treatment facilities may be suitable;
- suitable grassed areas nearby;
- nearby commercial truck washing facilities;
- local council truck or local bus company washing facilities may be available through negotiation (these might require payment or bookings, refer to the Zone Commander).

4 Contaminated hose

Most hose can be cleaned by scrubbing with water, unless it is contaminated by pollutants like oil, grease or chemicals. Severely contaminated hose may need to be professionally cleaned or condemned. This will need consultation with the Hazmat Unit. The Hazardous Materials Unit at Greenacre can be contacted on (02) 9742 7324 for further information.

5 Advice on suitable facilities

Zone Commanders have sent instructions to stations regarding appliance washing. When you have determined what facilities are available for your station, send the required information back to your Zone Commander. The record of washing facilities used by each station will demonstrate Fire and Rescue NSW's commitment to complying with the *Protection of the Environment Operations Act 1997*. By using suitable facilities Fire and Rescue NSW will avoid prosecution under this Act, and demonstrate that we are environmentally responsible.

Stations that cannot find suitable facilities or have other problems should inform their Zone Commander in the first instance.

For further information contact the Environmental Risk Advisor on (02) 9265 2908.

In Orders 1997/18, with amendments

Appliance reliability - cleaning of particulate traps

Isuzu trucks that are certified compliant with Euro 4 emission requirements use a device called a Diesel Particulate Defuser (DPD). Logistics Support trucks and Fleet on-call trucks have been operating with DPDs for sometime.

The latest Heavy Rescues, Class 1 4x4 tankers and Class 2 pumpers will have a DPD as standard with the Isuzu chassis. It is important for drivers to understand the operation of the DPD to ensure routine regeneration occurs without interfering with other activities.

The DPD is a diesel particulate matter trap (filter). The DPD captures particulate matter during normal operation of the truck. The amount of particulate matter captured will vary with operating conditions and fuel quality. The amount of particulate matter in the DPD builds up as the truck is used.

The truck monitors the particulate matter content of the DPD and has systems in place to allow 'regeneration' (ie cleaning) of the DPD. Failure to clean the DPD will result in loss of performance, and an Isuzu maintenance person will have to reset the systems.

The DPD will automatically regenerate if driving conditions allow this to occur. The level of particulate matter can be monitored on the vehicle's instrument panel. Routine regeneration of the DPD will avoid interruption to other activities. Manual regeneration must be undertaken when the particulate matter level exceeds three bars as indicated on the instrument panel.

In accordance with the recommended practice, appliance inspections must include a check of particulate matter levels and a manual regeneration if necessary. This is to be undertaken on change of shift or weekly for Engine Keepers.

During regeneration the temperature at the exhaust can reach up to 600° Celsius and the burning of particulate matter will produce a smell. During the regeneration process there will be a higher than usual level of hydrocarbons emitted. The regeneration process, as with other activities which involve running the engine, must always be undertaken in a well ventilated area.

Contact Officers: Fleet Officer Operations, (02) 9742 7359, Fleet Area Manager Newcastle, 0418 644 155, Fleet Area Manager Port Macquarie, 040 025 674, Fleet Area Manager Wagga Wagga, 0428 260 458

File Reference: FLT/00109

In Orders 2009/9

Service exchange vehicles

1. Spare appliances stored at fire stations are to be thoroughly cleaned at least once each week and be the subject of inspection by the Station Commander.
2. The engine is to be run each day and any faults reported immediately to the Fleet Officer Operations.
3. The Duty Commander, during normal station visits is to view spare appliances to ensure that they are being maintained in a satisfactory appearance.
4. The Fleet Officer Operations is to periodically visit such fire stations where spare appliances are stored and road test them to ensure that they are always ready for operational duty.

In Orders 1982/3, with amendments

MOVEMENT OF FIRE APPLIANCES

The following procedures apply to the movement of inoperable fire appliances on occasions not connected with fire fighting, fire prevention duties or the driving of officers and the Logistics Support Vehicle. The procedures may be varied at any time and from time to time at the discretion of the Director Operational Capability and notwithstanding these general rules the Director Operational Capability may direct that the transport of the vehicle be carried out by either a member of the firefighting staff or a member of the Fleet Operations Unit as the particular circumstances may require.

Within the Greater Sydney Area

1. During normal working hours (ie, between 0700 and 1545, Mondays to Fridays excluding Public Holidays), Fleet Operations Assistants, if available, shall be responsible for and carry out:
 - a. the movement of all inoperable fire appliances from a fire station to the Workshops or other place where repairs are to be effected. (An inoperable fire appliance is one which has a mechanical or other defect or has been involved in an accident and in normal circumstances could or would not be used for firefighting purposes until repaired or otherwise restored to an operable condition, or one which for any other reason has been taken out of service at the particular station where for the time being it has been placed);
 - b. the installation of a stand-by appliance to replace another appliance withdrawn from service at the station concerned, and
 - c. the driving of an appliance from the Workshops or other places to the fire station where it is to be attached or stored.
2. Outside normal working hours the movement of all fire appliances as outlined above shall be undertaken after contact with the Fleet Operations Officer, Fleet Operations Assistants or Fleet staff.
3. Requests for a Fleet Operations Assistant in these instances should be directed to the Fleet Officer Operations.

To and from country areas

1. Appliances required to be transferred from the GSA to a fire station outside the GSA and vice versa shall be driven by Fleet Operations Assistants.

In Orders 1974/3, with amendments