



# Service Standard 5.1.6

## Secondhand Appliance Transfer Program

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Version Number 2.0

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### 1. Purpose

- 1.1 This Service Standard has been renamed from Tanker Changeover Secondhand Program.
- 1.2 The NSW RFS is continuing the program to modernise, standardise and maintain the fire appliance fleet and has a secondhand appliance transfer program that provides for appliances to be transferred between Districts at certain nominated stages.
- 1.3 Fire fighting appliances designed and constructed by the NSW RFS are considered to have a service life of 25 years. This has been determined as the age at which a purpose constructed and well maintained appliance deteriorates to the extent that maintenance costs escalate to an unacceptable rate.
- 1.4 There is a need to ensure that these appliances are of an acceptable condition to ensure:
  - (a) they are mechanically sound;
  - (b) they continue to meet safety standards; and,
  - (c) that maintenance will not be excessive.
- 1.5 Accordingly, the NSW RFS will inspect all appliances identified in the secondhand appliance transfer program with the view to determining suitability and fit for purpose. Appliances not satisfactorily addressing these standards will not be considered.
- 1.6 It is accepted that these are secondhand appliances. Whilst these appliances are mechanically sound they may have some areas which have been subject to fair wear and tear. This is acceptable.
- 1.7 Some fire appliances have been locally constructed on a secondhand cab/chassis and will generally not be considered in this secondhand appliance transfer program.
- 1.8 Districts should have an appliance replacement strategy in place that is both aligned to the Resource Allocation Planning System (RAPS) and

addresses the acquisition of new or secondhand appliances and the replacement and removal of old, poor quality and/or expensive to maintain appliances from their fleet.

- 1.9 Generally and wherever possible, Districts with secondhand appliances who have new appliances ordered as replacements will receive priority in the new appliance build list.
- 1.10 Priority for allocation under this program is based upon:
  - (a) a credible appliance replacement program being in place;
  - (b) the age of the appliance being replaced and the average age of the District fleet;
  - (c) the nature of work load/incidents attended by the appliance being replaced; and,
  - (d) the replacement program being consistent with RAPS requirements.

## 2. Policy

- 2.1 The age of the tanker is determined by the age of the cab/chassis and not the date of the fire body manufacture.

### Consideration for Program

- 2.2 Once an appliance has been identified by the District Manager for the second hand appliance transfer program the following process applies:
  - (a) The District Manager will, under the bids and estimates process, identify the appliance(s) for the secondhand appliance transfer program;
  - (b) Once the bids and estimates have been confirmed, the Manager will submit the "Second Hand Appliance Transfer Program Submission" form which will include information on the appliance, through the Regional Office to Engineering Appliance Design and Production;
  - (c) The Engineering Appliance Design and Production section will arrange for an inspection of the appliance by a NSW RFS Production Inspector Tankers/Appliances, who will provide a written report to the District Manager;
  - (d) The District Manager will ensure that the service history of the appliance is made available at the time of the inspection together with any other information they feel is relevant, including the items listed in clause 2.3;
  - (e) Upon receipt of the report from Engineering Appliance Design and Production, the District Manager will arrange for any repairs to be undertaken prior to the transfer of the appliance;

- (f) Upon completion of the repairs, Engineering Appliance Design and Production will arrange for a follow-up inspection of the appliance, prior to acceptance into the program;
- (g) If, on second inspection, the repairs are not undertaken to a satisfactory level, Engineering Appliance Design and Production will arrange for the repairs to be undertaken and the costs will be debited from the disposing District;
- (h) Engineering Appliance Design and Production will coordinate with the four NSW RFS Regions as to the appliances available to then establish the second hand appliance transfer program for that financial year;
- (i) Engineering Appliance Design and Production will coordinate the handover arrangements with the disposing and receiving Districts;
- (j) Engineering Appliance Design and Production will advise the four Regions and the Headquarters Finance section as to when the transfer of the appliances has occurred to allow for the coordination of the transfer of funds between the disposing and receiving Districts;
- (k) At the time of handover, the disposing District is to provide a safety inspection report completed by an authorised Roads and Maritime Services (RMS) safety inspection station;
- (l) On taking control of the vehicle, the receiving District will complete the "RED FLEET Appliance Transfer Request" form to transfer the appliance to its allocated location.

**2.3** The disposing District must ensure that the following are in the appliance at time of transfer:

- (a) appliance user manual
- (b) all pump manuals
- (c) any other manuals
- (d) spare key(s)
- (e) Motorola radio and aerial(s)
- (f) fire blankets
- (g) portable pump
- (h) pump tool kit(s)
- (i) appliance tool kit(s)
- (j) spare wheel
- (k) ladder, if applicable
- (l) battery charger (if applicable)
- (m) wheel chocks
- (n) warning triangles

**NOTE:** If any of the relevant items are not included in the transfer, Engineering Appliance Design and Production will facilitate the purchase of the missing item and then debit the disposing District.

- 2.4** It is the responsibility of the disposing District to transfer the GRN listings to the receiving District.
- 2.5** Under normal circumstances, appliances that are aged over 20 years will not be funded or made available under the secondhand appliance transfer program. However, exceptions will be considered on their merits provided:
  - (a)** The Group Manager Assets and Infrastructure is satisfied with the condition of the appliance upon receipt of the inspection report from the Production Inspector Tankers/Applications;
  - (b)** The disposing District provides a copy of its appliance replacement strategy to the Group Manager Assets and Infrastructure to demonstrate that it is working towards an acceptable appliance fleet make up; and,
  - (c)** The disposing District provides information as to service history of the appliance.
- 2.6** Where a District has a locally built appliance that they wish to place into the program, these appliances would not be made available under the secondhand appliance transfer program. However, exceptions may be considered on their merits provided:
  - (a)** The District Manager has submitted a request through their Region seeking support to dispose of a locally built appliance;
  - (b)** The Regional Office will work with Engineering Appliance Design and Production to establish that the locally built appliance meets the following criteria:
    - (i)** the appliance is built to the same standard of appliance as built by the NSW RFS at that time;
    - (ii)** the appliance is fit for purpose;
    - (iii)** the appliance is roadworthy and a copy of the service history has been presented;
    - (iv)** the appliance is considered to be operationally viable according to RAPS requirements; and
    - (v)** the receiving District provides a copy of its appliance replacement strategy to demonstrate that it is working towards an acceptable appliance fleet make up.
  - (c)** The Group Manager Assets and Infrastructure will review the recommendation and either accept or reject the appliance for the program.
  - (d)** If the appliance is accepted into the program, the sale price of the appliance will reflect the category and age of the appliance under

the Second Hand Appliance Transfer Program as outlined in the estimates process.

- 2.7** Once the appliance is placed onto the secondhand appliance transfer program, it will remain there until it is transferred and/or removed from the program.

### **3. Links**

- RED FLEET Second Hand Appliance Transfer Program Submission
- RED FLEET Appliance Transfer Request form
- Bids and Estimates instructions

### **4. Who is responsible for implementing the Service Standard/Policy?**

Director Regional and Infrastructure Services

### **5. Amendments**

- Formatted to current template and reviewed to reflect current practice 6 November 2012