

Pre-season Operational Readiness Audit

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

Purpose

This service standard is to ensure that all ACT Rural Fire Service (ACT RFS) equipment and vehicles are checked and serviced, ready for each bushfire season and the readiness advised to the ACT RFS Chief Officer (RFS CO).

Scope

This service standard is applicable to all ACT RFS brigades, as defined in the Emergencies Act 2004.

Background

ACT RFS vehicles and equipment must be maintained to a high standard at all times by brigades, with the support of the ESA Workshop and ESA Resource Centre.

Before the start of each bushfire season, the RFS CO provides assurance to the ESA Commissioner, the ACT Bushfire Council and the Minister, that the vehicles and equipment used by the ACT RFS brigades have been checked and are ready for operational use.

Responsibilities

Equipment Officer / RAFT Coordinator	Arrange to conduct pre-season equipment and vehicle checks and report to the Operations Section of ACT RFS HQ. (see below).
Operations Section of ACT RFS HQ (Includes ACT RFS Director Operations, Aviation Officer, Senior Operations Officer and Operations Officer)	Prepare servicing schedule for all RFS vehicles and trailers by due date and advise brigades and ESA workshop. Remind brigades/RAFT coordinator to conduct audits. Arrange inspection of Fire Towers. Advise RFS CO when servicing is completed, including issues identified during process. Confirm readiness of Hume Helibase and Canberra Large Air Tanker (LAT) Base

ACT RFS CO	Advise ESA Commissioner, Minister and ACT Bushfire Council that brigade vehicles and equipment are ready for the bushfire season.
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Standard

Vehicle Servicing

The Operations Section, ACT RFS HQ develops, in consultation with the ESA Workshop and the ESA Resource Centre, a schedule that ensures that all RFS appliances, including trailers, are serviced annually.

This servicing includes all pumps and other mechanical equipment on appliances such as chainsaws.

The Operations Section, ACT RFS HQ will advise the RFS CO and the Brigade if this schedule is delayed at any time.

The Manager, Operations will advise when fleet servicing is completed. This report will note any issues that have been identified during the servicing and maintenance program.

Equipment Checklists

The Operations Section, ACT RFS HQ will contact each Brigade annually for the return of completed equipment checklists. (Vehicle - Equipment Audit List – to be provided by Operations Section, ACT RFS HQ.)

The Director, Operations will advise the ACT RFS CO when the equipment checklists are completed. This report will note any issues or replacements that have been identified by the equipment checklists.

RAFT Equipment

The Operations Section, ACT RFS HQ will contact each RAFT co-ordinator annually for the return of completed RAFT equipment checklists. (*RAFT Equipment List Final NO Brands.xls*– to be provided by Operations Section, ACT RFS HQ.)

The Director, Operations will advise the ACT RFS CO when the RAFT equipment checklists are completed. This report will note any issues or replacements that have been identified by the RAFT equipment checklists.

Fire Towers

The Operations Section, ACT RFS HQ will make arrangements each year for an inspection of the Fire Towers.

The Director, Operations will advise the ACT RFS CO when the Fire Tower inspections are completed. This report will note any issues that have been identified. JACS CWI conduct asset inspections. ACT RFS conduct inspections of the operational equipment.

Aviation


The Aviation Officer will confirm readiness of the Hume Helibase and Canberra LAT base for all Aviation operational activities.

The Director, Operations will advise the ACT RFS CO when the readiness is complete

Version history

Author	Version	Version Approval Date	Summary of Changes
Andrew Stark	1.0	01/09/2014	Version 1
Carmel Summers	2.0	01/04/2020	Reviewed and reformatted; form references updated.
Steve Quinlan	3.0	29/03/2023	Administrative review – Amend role titles – Add Aviation

Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		09/02/2024

Document Owner

Position	Section
RFS Director	Operations

Next review due: 01/02/2027

Related documents

Document name
1.1.1 Proper Use of RFS Property and Resources Service Standard
1.2.4 Tag out of Unsafe or Unserviceable Equipment Standard Operating Procedure
2.2.1 Aircraft Operations
Interagency Aviation Standard Operating Procedures – 2022 V4.2
Vehicle - Equipment Audit List (supplied by ACT RFS Director, Operations)
RAFT Equipment List Final NO Brands.xls (supplied by ACT RFS Director, Operations)

Signed documents will be scanned and filed in TRIM.