
CP019 – Volunteer Bush Fire Brigades

1. Intention

To provide guidelines to the Volunteer Bush Fire Brigades of the Shire of Waroona by:

- Ensuring that all activities are compliant with the *Bush Fires Act 1954*;
- Outlining and clarifying the roles, responsibilities and operational procedures of the Bush Fire Brigade;
- Delivering a best practice approach to the delivery of bush fire services within the Shire of Waroona; and
- Ensuring consistency and compliance with the Department of Fire & Emergency Services (DFES) Standard Operating Procedures relevant to the operations of Bush Fire Brigades.

2. Scope

This policy applies throughout the district.

3. Statement

Bush Fire Brigades are created by the Council pursuant to Section 41 of the *Bush Fires Act 1954*. The Shire of Waroona is reliant on its Bush Fire Brigades for protection against the threat and subsequent consequences of fire.

The Shire of Waroona Bush Fire Services consist of the following brigades:

- Lake Clifton Volunteer Bush Fire Brigade;
- Preston Beach Volunteer Bush Fire Brigade; and
- Waroona West Volunteer Bush Fire Brigade

All volunteer fire fighters receive training and support from DFES in bush fire prevention, response and control. In addition, all Bush Fire Brigade members are expected to operate within the “DFES Standing Operating Procedures” as they relate to Brigades and Local Government.

3.1 Roles and Responsibilities

This policy and associated Operational Procedures / Management Guide represents the expected standards of the Shire of Waroona.

Bush Fire Brigades are operated under the direction of the Chief Bush Fire Control Officer. Any modifications and changes to this policy made at the request of a Bush Fire Brigade are to be made via the Chief Bush Fire Control Officer and approved by the Council.

Modifications to Operational guidelines must be approved by the Chief Executive Officer.

3.2 Fuel Cards

Bush Fire Brigade appliances are maintained by the Council. As part of the maintenance of these appliances, fuel cards are issued to Brigades for the purpose of purchasing fuel and oil appropriate to the fire appliance; and payment of emergency appliance servicing.

The Shire of Waroona issues a fuel card for each Bush Fire Brigade appliance provided by the Shire of Waroona for use in the following manner.

1. Fuel cards are specific to each fire appliance and as such are to be kept on the relevant fire appliance in a secure place at all times.
2. The fuel card must be presented to the cashier when a purchase is made. It is incumbent on the person signing the receipt to ensure that details of the purchase are correct.
3. Fire services personnel must sign the receipt, and write their name legibly alongside their signature. The purchaser's copy of the fuel docket is to be retained by the Bush Fire Brigade.
4. On the last day of each month the signed receipts are to be presented to the Emergency Management Coordinator for cross referencing to the monthly statement.
5. If at any time a fuel card is found to be missing or stolen, it must immediately be reported to the Emergency Management Coordinator (or in their absence the Chief Executive Officer) so that the fuel card can be cancelled. In this instance it would be helpful if an approximate date of the loss/theft of the fuel card could be reported.
6. The fuel card is issued only for the purchase of fuel and to facilitate emergency repairs only.
7. The fuel cards are NOT to be used for any other purpose than those listed in 6 above. If a purchase is attempted that is not a valid type of expenditure for that card the purchase will be rejected. Misuse of the fuel cards will render the offender liable to disciplinary and/or legal action.

4. Legislative and Strategic Context

The *Bush Fires Act 1954*, *Fire Brigades Act 1942*, *Fire and Emergency Services Act 2005*, *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Community				
Policy Number	CP019				
Contact Officer	Manager Ranger and Emergency Services				
Related Legislation	Bush Fires Act 1954 Bush Fires Regulations 1954 Fire Brigades Act 1942 Fire & Emergency Services Act 2005 Local Government Act 1995 Local Government (Functions & General) Regulations 1996				
Related Shire Documents	CMP008 – Volunteer Bush Fire Brigades Firebreak Notice DFES Operating Standard				
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
Previous Policies		
CORP042 – Bush Fire Brigades FIN025 – Fuel Cards – Use by Bush Fire Brigades		