

## EMP002 – Catering

### 1. Intention

The Shire of Waroona (Shire) is responsible for providing catering services to all bush fire brigade volunteers who attend an emergency incident or training in situations where Department of Fire and Emergency Services is not present or otherwise has not agreed to provide catering. In these situations, catering costs are covered under the Local Government Grant Scheme. This policy sets out the system in which the Shire will provide catering to its bush fire brigade volunteers.

In situations where DFES have agreed to provide catering, DFES Standard Operating Procedure 3.2.10 *Incident Catering* will be followed by DFES.

### 2. Scope

This policy applies to all Shire of Waroona bush fire brigade volunteers and staff during emergency incidents and training when the Shire is responsible for the provision of catering.

### 3. Statement

#### 3.1 Meals and Refreshment Requirements during Emergency Incidents

The Shire will use a meal grade system when ordering catering for volunteers during an emergency incident. The following refreshments and meal grades apply.

Grade	Meal / Refreshment type
1	Water (as requested).
2	Light meals (sandwiches, rolls) (working between 3 and 6 hrs)
3	Substantial meals (nutritional value considered) (working over 6 hrs)

Refreshment packs, such as sustenance bars, nuts, etc are to be organised and supplied by brigades at their own cost. Substantial meals are to be provided where possible around normal mealtimes (7am, 12 noon, 6pm, 12 midnight) or as determined by the Officer in Charge. Light meals may to be provided in between these times.

#### 3.2 Meal and Refreshment Requirements During Training

The Shire of Waroona is to provide morning tea, lunch and afternoon tea during day-long courses.

#### 3.3 Procurement of Refreshments and Meals During Emergency Incidents

Authority for meals and refreshments at a Shire led incident lies with the Officer in Charge (OIC).

The OIC may instruct a brigade officer or other member to arrange an order and/or collect meals and refreshments as needed. Alternative confirmation authority may be sought from the Deputy Chief Bushfire Control Officer or Community Emergency Services Officer.

As a first option suppliers identified by the Shire are to be used. Contact the Shire's Community Emergency Services Officer for these suppliers. Otherwise, local suppliers should be used where practicable when ordering refreshments and meals.

A receipt for all purchases is to be kept and provided to the Shire's Community Emergency Services Officer. Where the Shire's account or credit card isn't able to be used for the purchase, the purchaser is to contact the Shire's Community Emergency Services Officer for reimbursement of expenses.

### 3.4 Considerations of the Officer in Charge during Emergency Incidents

The following should be considered by the Officer in Charge during emergency incidents:

- At what time did the crew last eat a substantial meal?
- What time is the next meal required?
- What grade of meal is required?
- Any special dietary, allergen, or religious requirements?
- How many volunteers need to be catered for?
- The duration of the incident.
- The location of catering (i.e. travel time).
- The time required for preparation of meals once on site.

## 4. Legislative and Strategic Context

Under the *Work Health and Safety Act 2020*, the Shire has a legal obligation to ensure the health, safety and welfare of its volunteers who attend emergency incidents and training. Part of this includes the sustenance of volunteers at incidents or training.

## 5. Review

This policy is to be reviewed triennially.

## 6. Associated Documents

Nil.

<b>Division</b>		<b>Corporate &amp; Governance</b>			
<b>Policy Number</b>		EMP002			
<b>Contact Officer</b>		Coordinator Ranger & Community Safety			
<b>Related Legislation</b>		Work Health and Safety Act 2020			
<b>Related Shire Documents</b>		Nil			
<b>Risk Rating</b>	Moderate	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	December 26
<b>Date Adopted</b>		19/12/2023		OCM23/12/174	

Amendments		
Date	Details of Amendment	Reference
Click or tap to enter a date.		
Previous Policies		