



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 and the Shire of Waroona Bush Fire Brigades Local Law 2024*;
- Outlining and clarifying the roles, responsibilities and operational procedures of the Volunteer Bush Fire Brigades;
- 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 and Emergency Services (DFES) Doctrines, Standard Operating Procedures and Standard Administrative Procedures relevant to the operations of Bush Fire Brigades.

2. Scope

This policy applies throughout the district.

3. Statement

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

The Shire of Waroona Volunteer Bush Fire Service 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 Doctrines, Standard Operating Procedures and Standard Administrative Procedures as they apply to the Brigades.

3.1 Roles and Responsibilities

This policy details the expected standards of the Volunteer Bush Fire Brigades..

Volunteer 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 Volunteer Bush Fire Brigade are to be made via the Chief Bush Fire Control Officer and approved by the Council.

3.2 Fuel Cards

Volunteer Bush Fire Brigade appliances are maintained by the Shire of Waroona. 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;

Fuel cards are approved 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 sent to the Shire office administration staff 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 Shire 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 triennially.

6. Associated Documents

Nil.

7. Document Control

Division	Community		
Policy Number	EMP006		
Contact Officer	Coordinator Development & 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		
File Number	ES.2		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	July 28	Date Adopted	18/12/2018
OCM Number	OCM18/12/126	Previous Policy No.	CORP042, FIN025

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071	
22/07/2025	Reviewed with minor amendments to text and content. Policy number changed.	OCM25/07/105	ES.2, CM.7