


Title: Safe Work Instruction BFB		SWI 02	
Provision of Refreshments to Firefighters		Authorised By: BFAC	
Original Issue Date: April 2024 Last Reviewed: May 2024 Next Review Date: May 2026		Page 1	

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Description of Work:	Council recognises its responsibility to provide refreshments to fire fighters with clear guidance on the method of purchasing to be followed.
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Safe Work Procedure:

Scope:

The Bush Fire Advisory Committee recognises a SWI is required to address the following issues:

- Who is authorised to “book-up” expenditure (noting that a purchase order can rarely be arranged at the time).
- An indication of how much expenditure is considered acceptable
- Whether any limitations on the type of refreshments is necessary.
- Who should be responsible for refreshments – Shire or local brigade or combination of both?
- Whether reimbursement of cost of refreshments should be sought from landowner where incident occurred.

SWI Measures:

In addition to relevant Shire staff the Incident Controller is authorised to incur expenditure for the welfare of fire fighters.

- Noting that a purchase order for purchase of refreshments can be difficult to arrange during the course of fighting a fire, the Incident Controller is authorised by this SWI to “book-up” expenditure at commercial outlets without providing a signed purchase order from the Shire.
- The Incident Controller must endorse any accounts after the incident and ensure that accounts are presented to the Shire at the earliest opportunity.
- A maximum of \$1,000.00 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire.
- Land owners will not be required or requested to make a contribution towards the cost of providing refreshments.
- This SWI is only for the purpose of authorising expenditure by the Incident Controller. The provision of refreshments during a fire or other emergency is a standard procedure and applicable Shire staff are authorised to incur expenditure to meet the requirements of the fire or emergency.

SWI Explanatory Note:

NB: Affected landowners provide refreshments to fire fighters at their own cost.

- It is necessary to ensure that appropriate financial mechanisms are in place, noting that under normal Council policy no goods are meant to be ordered or purchased without first providing a purchase order.
- Council acknowledges that this SWI contravenes its purchasing policy however, in cases of emergency the formulation of this SWI will ensure that appropriate financial mechanisms are in place to accommodate unforeseen and critical events.
- The funds for purchase of refreshments will be set aside in the Shire's annual budget for supply of refreshments to fire fighters.