

Introduction

This policy recognises the need for the Chief and Deputy Chief Bush Fire Control Officer to act quickly in an emergency fire situation and engage contracting services to support response operations.

Purpose

The purpose of this policy is to:

- specify which volunteers may incur expenses on behalf of Council
- provide the situations where such expenses may be incurred and
- specify the extent of the authority to incur expenses.

Policy statement

That the Shire of Capel Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Incident Controller are authorised to engage contractors or incur expenses of up to \$5,000 on behalf of Council where the Shire of Capel is the controlling agency of an incident.

The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Incident Controller will provide the details of the expenditure to the Shire of Capel as soon as practical after the incident.

Expenditure of an amount likely to exceed \$5,000 requires the approval of one of the following Council employees:

- Emergency Services Coordinator
- Director Infrastructure & Development; or
- Chief Executive Officer

Application

Responsibility for the application of this policy is the Emergency Services Coordinator.

Department:	Emergency Services	Next review:	September 2028
Reviewer:	Director Infrastructure and Development	Legislation:	
Adopted:	(as BF21) Minute OC0427, 26.04.96	Delegation:	
Endorsed:	Minute SC0120, 19.01.99	Risk:	
Endorsed:	(as 19.9) Minute OC1227, 12.12.01		
Incorporated:	(Into 19.11) Minute OC0641, 25.06.03		
Amended:	(as 19.20) Minute OC0614, 08.06.05	Other:	
Rescinded:	Minute OC0427, 24.04.07		
Readopted:	Minute OC0510, 13.05.09		

Amended:	Minute OC0526, 27.05.15 Minute OC0819, 23.08.17 Minute OC/2022/230, 30.11.22
Readopted	Minute OC/2025/73, 30.04.25 Minute OC/2026/81, 24.06.26
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