Emergency Services Volunteer Fuel Card Scheme
Frequently Asked Questions

What is the Emergency Services Volunteer Fuel Card Scheme?

The Emergency Services Volunteer Fuel Card Scheme (the Scheme) provides the following emergency service brigades, groups and units (BGUs) with a $1,000 fuel card annually for the next four financial years, ending in 2020/21:

- Bush Fire Service
- Volunteer Fire and Rescue Service
- Volunteer Fire and Emergency Services
- State Emergency Service
- Volunteer Marine Rescue Services
- St John Ambulance

The Department of Fire and Emergency Services (DFES) is administering the Scheme on behalf of the Royalties for Regions program and the State Government of WA.

The fuel card is a gift, made possible by the State Government of Western Australia (WA), to support the important work of metropolitan and regional volunteers and acknowledge their contribution to the WA community.

Funding for the fuel cards in regional WA is supported by the Royalties for Regions program.
To apply for the fuel card, you must be the volunteer officer-in-charge of a BGU. The volunteer officer-in-charge is considered to be the elected or appointed Commander/Captain/Unit Leader/Local Manager of a BGU or recognised volunteer leader in a St John Ambulance Sub-Centre/Division.

To receive the 2017/18 fuel card, the volunteer officer-in-charge must apply online via DFES’ website.

www.dfes.wa.gov.au/fuelcards

Applications for the 2017/18 fuel card opens on Tuesday 19 December 2017 and closes on Wednesday 7 February 2018.

*LATE APPLICATIONS CANNOT BE ACCEPTED*

As the volunteer officer-in-charge of the BGU, you will need your volunteer identification number to complete the application.

The volunteer officer-in-charge is only required to apply for the fuel card in each financial year for the duration of the Scheme.

If you have any questions or issues regarding the online application, you can:

• email DFES’ Fuel Card Administrator on vfc@dfes.wa.gov.au or call 9395 9550; or
• contact your representative volunteer association or organisation.

Up to two additional fuel cards can be issued to a BGU if required, to provide a more practical approach for use amongst members. The cards are linked to one account only that has a $1000 maximum spend limit. Please apply for additional cards via the online application form. Please note, tally sheets must be completed for each card to indicate usage by BGU members.

Only BGUs in the following services are eligible to apply:

- Bush Fire Service
- Volunteer Fire and Rescue Service
- Volunteer Fire and Emergency Services
- State Emergency Service
- Volunteer Marine Rescue Services
- St John Ambulance

However, if your BGU is not listed and you believe your BGU is eligible to apply, please email DFES’ Fuel Card Administrator on vfc@dfes.wa.gov.au or call 9395 9550.

Please contact DFES’ Fuel Card Administrator on 9395 9550 prior to the closing date for applications.

It is anticipated fuel cards will be issued in mid March 2018.

The fuel card can only be used to purchase fuel.

The volunteer officer-in-charge is responsible for the fair distribution of the fuel card amongst registered BGU volunteers who actively contribute to either operational or support activities.
The volunteer officer-in-charge can offer a BGU volunteer the fuel card and specify the maximum value to be used. The volunteer officer-in-charge may also consider a direct approach from a BGU volunteer that actively contributes to the BGU and wishes to use the fuel card.

The volunteer using the fuel card may only purchase fuel for a private vehicle or vessel for the purpose of private and/or recreational use.

The fuel card **MUST NOT** be used to purchase fuel for operational vehicles and vessels such as fire appliances, ambulances, marine rescue boats or other emergency response/support vehicles.

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**As the volunteer officer-in-charge, how do I distribute the fuel card amongst actively contributing members?**

As the fuel card custodian you are ultimately responsible for determining how the fuel card will be shared within your BGU, however, a consultative approach amongst your BGU volunteers is strongly encouraged. The following general principles are to be followed:

- the volunteer officer-in-charge will be the custodian of the fuel card;
- the fuel card must be fairly distributed amongst registered volunteers who actively contribute in either an operational or support role within the BGU;
- decisions to offer the fuel card to volunteers within BGUs must be fair;
- use of the fuel card must be recorded and tabled at least annually at a BGU meeting;
- the fuel card can be used to purchase fuel for a private vehicle or vessel for private and/or recreational use; and
- the fuel card **must not** be used to purchase fuel for operational vehicles or vessels.

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**If the total value of the fuel card has not been used by the end of the financial year, can the remaining value be rolled over to the next financial year?**

Any value remaining on the fuel card at the end of each financial year will be forfeited.

The DFES Fuel Card Administrator will send periodic reminders to the volunteer officer-in-charge about the expiry dates.

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**Can the fuel card be converted to cash?**

No, the value of the fuel card cannot be redeemed for cash.

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**How can I replace/report a lost, stolen or damaged fuel card?**

Any fuel card that is lost, stolen or damaged should be immediately reported so that the card can be cancelled, if necessary, and a replacement provided.

Please contact the DFES Fuel Card Administrator via vfc@dfes.wa.gov.au or 9395 9550 in the first instance.

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**Where can the fuel card be used?**

The fuel card is accepted at major participating fuel outlets in WA only. A list of participating fuel outlets can be viewed at [www.motorpass.com.au/using-your-card/where-can-i-use-my-card](http://www.motorpass.com.au/using-your-card/where-can-i-use-my-card).
As the volunteer officer-in-charge, am I required to report on who uses the fuel card?

Yes, as the fuel card custodian you will be provided with a tally sheet (sent out with the fuel card) to assist you to keep a record of:
- the name of the BGU volunteer who has been provided with the fuel card; and
- the agreed value to be used from the fuel card.

It is recommended that a copy of the fuel purchase receipt be submitted as part of the record by the volunteer.

The tally sheet must be tabled at least annually at a BGU meeting to ensure the principles of transparency and accountability are met.

Transactions made against the fuel card will be automatically recorded and can be accessed directly online or made available to the volunteer officer-in-charge upon request.

Why is the fuel card only available for four years?

Funding for the Scheme is limited to four years ending in 2020/2021 financial year.

As the volunteer officer-in-charge/fuel card custodian, how can I find out how much remaining value is on the fuel card?

You will be able to find out the balance of your BGUs fuel card by contacting the fuel card supplier. Their contact details will be provided in the Emergency Services Volunteer Fuel Card Information Pack which will be distributed with the fuel card.

My BGU missed the closing date for 2017/18 fuel card applications. Can my BGU still apply?

No, applications for the 2017/18 fuel card close on Wednesday 7 February 2018. Details of future application periods will be published on the DFES website.

www.dfes.wa.gov.au/fuelcards

Does this Scheme use Emergency Services Levy funds?

No.

What can I do if I have concerns about the manner in which the fuel card is being administered locally?

Your concerns can be raised through your representative volunteer association or organisation, or DFES’ Fuel Card Administrator.

Where can I find out more information?

- visit dfes.wa.gov.au/fuelcards;
- email the DFES Fuel Card Administrator on vfc@dfes.wa.gov.au or call 9395 9550; or
- contact your representative volunteer association or organisation.

Do I need to declare the fuel card as a gift?

No. The Scheme is a State Government initiative. Volunteers who are also employed by the State Government of WA do not need to declare or register this gift. Local and/or Federal Government employees should check with their respective employers in relation to their gift declaration requirements.

How can the fuel card be transferred between different volunteer officer-in-charge/fuel card custodians?

In the event a volunteer officer-in-charge/fuel card custodian leaves a BGU and needs to transfer the fuel card to the new officer-in-charge/fuel card custodian, DFES’ Fuel Card Administrator must be advised via vfc@dfes.wa.gov.au or 9395 9550, in the first instance. Once this change is made to DFES’ records, the fuel card can be passed from one volunteer officer-in-charge/fuel card custodian to the next, along with the tally sheet and Emergency Services Volunteer Information Pack.