



Emergency Services Volunteer

Fuel Card Scheme Terms and Conditions




The Emergency Services Volunteer Fuel Card Scheme is made possible by the State Government. Funding for the fuel cards in regional Western Australia is supported by the Royalties for Regions program.

1. Introduction

The State Government of Western Australia (WA) supports the Emergency Services Volunteer Fuel Card Scheme (the Scheme) to provide emergency service volunteer brigades, groups and units (BGUs), in the following services, with a \$1,000 fuel card.

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




This State-wide initiative is proudly supported and funded by the State Government and Royalties for Regions program and is administered by the Department of Fire and Emergency Services (DFES).

These terms and conditions apply to the administration of the Scheme; the Fuel Card Custodian; and any volunteers who are provided with, and/or use the Fuel Card. Before using the Fuel Card you should read these terms and conditions carefully. If you do not understand any of these terms and conditions please contact the Fuel Card Administrator. The Fuel Card Custodian and any volunteer who is provided with the Fuel Card agree that their use of the Fuel Card will be bound by these terms and conditions.

2. Definitions

- 2.1 Applicant means the person applying for the Fuel Card.
- 2.2 Application Form means the online application form on the DFES website and any other documents provided to DFES by the Applicant to apply for a Fuel Card.
- 2.3 BGU means a brigade, group or unit in Western Australia.
- 2.4 DFES means the Department of Fire and Emergency Services.
- 2.5 The DFES Fuel Card Administrator means a DFES employee that administers the Scheme on behalf of the State Government and Department of Primary Industries and Regional Development (DPIRD).
- 2.6 DPIRD means the Department of Primary Industries and Regional Development.
- 2.7 Eligible BGU means a BGU in one of the following services:
 - Bush Fire Service;
 - Volunteer Fire and Rescue Service;
 - Volunteer Fire and Emergency Service;
 - State Emergency Service;
 - Volunteer Marine Rescue Service;
 - St John Ambulance; oranother type of BGU deemed by DFES to carry out volunteering activities of a similar nature to the above services.
- 2.8 Financial year means the 12 month period from 1 July to 30 June.
- 2.9 Fuel means petrol, auto gas or diesel purchased at a participating fuel outlet.
- 2.10 Fuel Card means a card that is issued by WEX Motorpass, on behalf of DFES, to a Fuel Card Custodian under these terms and conditions.



2.11 Fuel Card Custodian means the person issued with the BGUs Fuel Card or who subsequently takes custody of the Fuel Card under clause 8.1.

2.12 Officer-in-Charge means the volunteer:

- Captain or equivalent of a Bush Fire Brigade;
- Local Manager or equivalent of a State Emergency Service Unit;
- Commander or equivalent of a Volunteer Marine Rescue Services Group;
- Captain or equivalent of a Volunteer Fire and Rescue Service Brigade;
- Captain or equivalent of a Volunteer Fire and Emergency Services Unit; or
- Chairperson of a St John Ambulance Sub Centre or Recognised volunteer leader of a St John Ambulance Station.

2.13 Participating fuel outlet means any fuel station in Western Australia participating in this Scheme and displaying the WEX Motorpass logo.

2.14 Royalties for Regions is a program administered by DPIRD.

2.15 Terms and conditions means this document and any other document issued by DFES in relation to privacy, consent to release of information, the Applicant's declaration in the online application form, and any such documents as revised and published on the DFES website from time to time under clause 11.2.

2.16 Volunteer means a person who voluntarily offers himself or herself for a service or undertaking within an eligible BGU.


2.17 WEX Motorpass means the organisation engaged by DFES to issue the Fuel Card to each applicant.



3. Application and Verification Process

3.1 Only the Officer-in-Charge of an Eligible BGU can be the Applicant for the Fuel Card and may apply for the Fuel Card.

3.2 The Applicant is responsible for submitting an online application form to apply for the Fuel Card via the DFES website www.dfes.wa.gov.au/fuelcards during the published application dates for each year of the duration of the Scheme.



3.3 To apply, the Applicant must provide the following details on the online application form which forms part of the application:

- Service Type;
- Name of BGU;
- Postal address of BGU;
- Volunteer Number;
- Name;
- Date of Birth; and
- Contact Details.

3.4 Only applications received by an Applicant, that is deemed to be an Officer-in-Charge as defined in clause 2.12, which match either the Officer-in-Charge details as registered by DFES, or St John Ambulance, will be accepted.

3.5 Only applications received by the published closing date will be accepted, unless otherwise determined by the Fuel Card Administrator.

3.6 By submitting an online application form, the Applicant consents to allowing DFES to use the information to determine eligibility for the Fuel Card.

3.7 By submitting an online application form, the Applicant consents to the publication of their name and name of BGU on the DFES and St John Ambulance (SJA) Volunteer Portals, which is only accessible by registered volunteers. To register for access to the Volunteer Portals contact your DFES or SJA representative.



4. Issuing the Fuel Card

4.1 DFES is responsible for issuing each approved Applicant with a Fuel Card to the value of \$1,000 for each financial year for the duration of the Scheme. DFES has engaged WEX Motorpass to issue Fuel Cards on its behalf.

4.2 The Fuel Card will be mailed by WEX Motorpass to the Applicant using the postal address of the BGU as held by DFES or St John Ambulance.

4.3 The Fuel Card will be in the name of the BGU, and the Applicant's name will be linked to the card through the WEX Motorpass online account.




5. Activating the Fuel Card

- 5.1 The Applicant is responsible for the initial activation of the Fuel Card by creating a four-digit security PIN via the WEX Motorpass online account. WEX Motorpass will issue, by email, each Applicant with a username and password to login to the online account to create a four-digit PIN.
- 5.2 The Applicant is responsible for issuing the PIN to volunteers within the BGU that will be using the card.



6. Managing the Fuel Card

- 6.1 The Fuel Card Custodian is responsible for ensuring the Fuel Card and PIN is kept safe and secure at all times and used only in accordance with these terms and conditions and only for authorised transactions.
- 6.2 Each Fuel Card:
 - must not be sold or exchanged for other benefits; and
 - must not be transferred to another BGU for use.
- 6.3 The Fuel Card Custodian is responsible for the fair distribution of the Fuel Card amongst volunteer members of their BGU that actively contribute either operationally or in support activities.
- 6.4 The Fuel Card Custodian is encouraged to take a consultative approach in determining how the Fuel Card will be shared amongst actively contributing volunteers.
- 6.5 The Fuel Card Custodian may specify the maximum value to be used by each volunteer.
- 6.6 Use of the Fuel Card must be recorded in the Tally Sheet/s provided in the Fuel Card Information Pack and tabled at least annually at a BGU meeting.
- 6.7 The Fuel Card can be used to purchase fuel for a private vehicle or vessel for private and/or recreational use.
- 6.8 The Fuel Card must not be used to purchase fuel for operational vehicles or vessels.
- 6.9 The Fuel Card may be used to purchase fuel for privately owned dual purpose vehicles that are used as an operational vehicle AND a private vehicle.

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- 6.10 If the purchase of fuel exceeds the maximum limit directed by the Fuel Card Custodian and/or the remaining balance on a Fuel Card, the volunteer using the Fuel Card at the time must pay the excess amount by using a payment method accepted by the participating fuel outlet.
 - 6.11 Any attempt to purchase anything other than fuel at the participating outlet will be refused at the point of sale.
 - 6.12 The recipient of the Fuel Card is responsible for completing the Tally Sheet to record their transaction on the Fuel Card and retaining a receipt of their fuel purchase. After using the Fuel Card the recipient must return the Fuel Card, Tally Sheet and receipt from the purchase of the fuel to the Fuel Card Custodian.
 - 6.13 The Fuel Card Custodian is liable for all transactions incurred against the card, even if:
 - (a) The card is used in a way that is not permitted under these terms and conditions;
 - (b) The card is used by a person other than the Fuel Card Custodian or eligible BGU members.

- 6.14 Any balance remaining as at 30 June each year cannot be rolled over to the next financial year and will be forfeited.




7. Participating Outlets

- 7.1 A list of participating fuel outlets can be viewed at www.motorpass.com.au/using-your-card/where-can-i-use-my-card.
- 7.2 To the extent permitted by law, WEX Motorpass is not responsible if for any reason a Merchant refuses to accept a card.



8. Changes to the Fuel Card Custodian

- 8.1 In the event the Fuel Card Custodian resigns from the post of Officer-in-Charge of a BGU, during the period the Fuel Card is valid, the newly appointed Officer-in-Charge of the BGU will become the Fuel Card Custodian for the remainder of that financial year, and any subsequent financial years the Scheme remains in operation.



8.2 The Fuel Card Custodian must notify DFES of any changes relating to his or her details that may affect his or her use or eligibility to be the Fuel Card Custodian, such as:

- change of residential or postal address;
- change of name;
- change of BGU rank; and/or
- change of volunteer status.

8.3 If the Fuel Card Custodian does not notify DFES of any change in details in a timely manner and that results in the delay of the issue of a new or replacement Fuel Card or causes the incorrect issue of a Fuel Card, DFES will not be liable and may, in its sole discretion, suspend or terminate the Fuel Card.

9. Damaged, Lost or Stolen Cards

9.1 A Fuel Card Custodian must notify WEX Motorpass immediately as soon as he or she becomes aware that his or her Fuel Card is damaged, lost, stolen or used for an unauthorised transaction or if a Fuel Card or renewal card has not been received when due by calling the Emergency Services Volunteer Fuel Card Information Line on 1300 641 230.

9.2 WEX Motorpass, subject to notifying DFES, in accordance with clause 9.1, will replace any damaged, lost or stolen Fuel Cards and any remaining balance will be transferred to the new card.

9.3 WEX Motorpass and DFES will not be liable for any delay in replacing a damaged, lost or stolen Fuel Card or for any unauthorised use of any lost or stolen Fuel Cards.

10. Suspension or Termination of a Fuel Card

10.1 The State Government and the DPIRD reserve the right to cancel the Scheme at any time.

10.2 DFES reserves the right to suspend or terminate a Fuel Card at any time with or without notice, if:

- (a) an eligible BGU becomes de-registered during the financial year or deemed by DFES to no longer be an eligible BGU;
- (b) an eligible BGU fails to keep a record of expenditure and table it at any BGU meeting at least annually;
- (c) it reasonably believes that:



- (i) a Fuel Card Custodian has breached any of the terms and conditions; or
- (ii) a Fuel Card Custodian or a person has engaged or may engage in fraudulent conduct, or conduct that is suspected to be fraudulent, in relation to the use of a Fuel Card; or
- (iii) it is necessary for the investigation of a matter involving the use of a Fuel Card (this includes seeking further information from a Fuel Card Custodian or any person regarding use of the Fuel Card);
- (d) a Fuel Card Custodian has notified DFES that the Fuel Card is damaged, lost or has been stolen; and/or
- (e) the Scheme terminates for any reason.

10.3 If DFES suspends or terminates a Fuel Card in accordance with clause 10.2, the Fuel Card Custodian or eligible BGU must not use the Fuel Card until such time as DFES advises the Fuel Card Custodian or eligible BGU that the Fuel Card has been reactivated or reinstated.

10.4 DFES may in its sole discretion:
(a) refuse to issue a Fuel Card for the following financial year/s or for the remainder of the Scheme;

(b) terminate a Fuel Card and/or require a volunteer to repay any monies used on the Fuel Card which it considers a volunteer was not entitled to use.



11. Changes to these Terms and Conditions

- 11.1 DFES in its sole discretion reserves the right at all times to make any changes to the Scheme's terms and conditions, which will apply from the date of publication.
- 11.2 DFES will publish the current Scheme's Terms and Conditions on its website at www.dfes.wa.gov.au/fuelcards. The published version supersedes any previous downloaded or printed versions.



12. Further Information

- 12.1 The Fuel Card Administrator can be contacted via email vfc@dfes.wa.gov.au or 9395 9550 for general enquiries about the Scheme, application process and eligibility requirements.
- 12.2 WEX Motorpass can be contacted for any information related to the fuel card by calling 1300 641 230 or visiting the WEX Motorpass website www.motorpass.com.au

