



Shire of
Serpentine
Jarrahdale



Application Pack Volunteer Fire Brigades





Message from our Chief

Welcome, and thank you for choosing to serve as a Volunteer Firefighter with the Shire of Serpentine Jarrahdale.

Volunteers are the backbone of our emergency services. The Volunteer commitment to protecting our community, in often challenging and high-pressure situations is deeply respected and valued. As a Volunteer Firefighter, you're joining a proud tradition of service, teamwork, and resilience.

This onboarding pack has been designed to guide you through everything you need to know to get started in your role. It outlines the Shire's values, expectations, and the standards of conduct that help keep our brigades safe, professional, and community-focused. It also provides key information about training, safety procedures, and how we support one another on and off the fire ground.

Thank you for your dedication to serving the Shire of Serpentine Jarrahdale. We're proud to have you on the team.

Siobhan Bishop

*Chief Bush Fire Control Officer and
Community Emergency Services Manager*





Member Onboarding Checklist

- ☐ Membership application form
- ☐ ID Witnessed
By brigade captain
- ☐ Photo for Volunteer ID – Submit to DFES
- ☐ National Police Clearance (NPC)
No older than 3 months
- ☐ Brigade Operating Procedures – Sign off
- ☐ Code of Conduct – Sign off
- ☐ Station Induction – Sign off
- ☐ Submit all documents to Emergency Services
esdepartment@sjshire.wa.gov.au



Emergency Services Volunteer Membership Application



Volunteer
Fire &
Rescue
Services

☐ (VFRS)



Volunteer
Fire &
Emergency
Services

☐ (VFES)



Marine
Rescue WA

☐ (MR)



State
Emergency
Service

☐ (SES)



Bush Fire
Service

☒ (BFS)



Youth in
Emergency
Services

☐ (YES)

Role details

Brigade, Group or Unit Local government (if applicable)

Membership type:

☐ Probationary (excluding BFS/MR) ☐ Active ☐ Support/Auxiliary ☐ Junior/Cadet

Role

Applicant details

Current/previous volunteer number

Title First name (legal name) Middle name Last name

Occupation

Date of Birth

Gender ☐ Male ☐ Female ☐ Non-Binary ☐ Different Term
☐ Prefer not to answer

Residential address

Street Suburb/Town Postcode

Postal address ☐ Same as above

Street Suburb/Town Postcode

Business Hours Phone After Hours phone (if applicable) Mobile Phone

Email address

Emergency contact details

First name Last name

Phone Relationship

Street Address (optional) ☐ Same as applicant
Street Suburb/Town Postcode

Ethnicity (optional):

First Nation Status: ☐ Aboriginal ☐ Torres Strait Islander ☐ Both ATSI ☐ Neither

Licence and Check Details

Driver's License Number Category Expiry Date

Working with Children Check Number

Expiry Date

[Working with Children Check Policy](#)

Medical Questionnaire

Your responses to the following questions will not exclude you from emergency service volunteering. This information will be used to help determine your suitability for the volunteer role you have applied for.

Within the last five years have you experienced any of the below conditions?

	Yes	No
High blood pressure, stroke or blood disorder	☐	☐
Heart vein or circulatory disorder (chest pain, heart attack, raised cholesterol and rheumatic fever)	☐	☐
Mental or nervous disorder (stress, depression, Fainting, Seizures/Fit, Epilepsy, blackouts, paralysis, brain disorder, chronic fatigue syndrome)	☐	☐
Gout, arthritis, rheumatism, cartilage or ligament injuries (knees, elbow, wrist, shoulder), bone fracture	☐	☐
Head injury or neurological disorder (concussion, acquired brain injury, narcolepsy)	☐	☐
Persistent headaches (tension migraine cluster)	☐	☐
Back pain, sciatica or other disorder of the back or spine including the neck (whiplash injury)	☐	☐
Asthma, bronchitis or other respiratory disorder	☐	☐
Diabetes, thyroid or prostate disorder	☐	☐
Repetitive strain injury or overuse syndrome	☐	☐
Vision or hearing impairment (prescription glasses, color blindness, hearing aids)	☐	☐
Had a medical condition advice or treatment from any doctor or health professional or been in hospital (not including minor cold, the flu, or contraceptive treatment)	☐	☐
Been advised to have an operation or had an operation	☐	☐
Been instructed not to drive for medical reasons	☐	☐
Sustained an injury from a motor vehicle accident	☐	☐

	Yes	No
Are you currently taking any prescribed or non-prescribed medication for a health condition?	☐	☐
Do you have any known allergies?	☐	☐
Do you intend to or believe you may need to seek advice to treatment for a current health problem	☐	☐
Any other conditions not listed above (please provide information below?	☐	☐

If you have answered yes to any of the above, please provide further detail. Should you have any relevant medical documentation please attach (this may be requested).

Operational roles only. Please complete the below physical capacity questionnaire

Do you have difficulty with the following:

	Yes	No
Walking more than 200m	☐	☐
Walking on high or uneven ground	☐	☐
Kneeling	☐	☐
Standing for more than one hour	☐	☐
Using hand tools	☐	☐
Climbing a ladder	☐	☐
Crouching or squatting	☐	☐
Lifting or bending	☐	☐
Gripping with both hands	☐	☐

Declaration and Privacy

Medical Declaration: I declare the above answers are true and correct to the best of my knowledge and that I will, if required, provide further information concerning my health and fitness that are relevant to this application.

Acknowledgment: If, after my acceptance as a volunteer, there are any changes to my personal details, including in regard to my health or fitness, I am required to complete and submit a Change of Personal Details Form.

Declaration:

I agree to comply with the legislation that regulates the operations of emergency services in Western Australia. This includes the *Fire and Emergency Services Act 1998*, the *Fire Brigades Act 1942*, and the *Bush Fires Act 1954*, as is applicable to the volunteer emergency service of which I will be a member. In addition, I agree to comply with the DFES and/or Local Government policies and procedures that relate to the volunteer emergency service of which I will be a member.

COLLECTION NOTICE

The Shire of Serpentine Jarrahdale is collecting the personal information, including sensitive personal information, that you supply on this form for the purpose of assessing your bush fire service volunteer membership application and for ongoing communication from the Shire, Department of Fire and Emergency Services, and other State institutions involved in emergency management. If you do not provide the requested information, the Shire will be unable to assess your application.

Further information is available on the Shire's website about how the Shire manages personal information, how to make a privacy complaint, and how to access your personal information.

Applicant

Applicant signature

Date

Parent/Guardian approval signature

Date

Brigade, Group or Unit Endorsement

Brigade, Group or Unit leader name

Brigade, Group or Unit signature

Date

Type of photo identification sighted

Application endorsed ☐ Yes ☐ No with comments:

DFES Office Processed in RMS by:

Name

Role

Date

Link sent for application for National Criminal History Check: ☐ Yes ☐ No

Date

Working with Children Check card verified ☐ Yes ☐ No ☐ Not Applicable

District Officer, Area Officer, Local Government or Youth Programs Coordinator approval

DO/AO/LG/YPC name

DO/AO/LG/YPC signature

Date

Application approved ☐ Yes ☐ No with comments:

If guidance is required about Medical Questionnaire responses contact injury.management@dfes.wa.gov.au

Volunteer applicant advised ☐ Yes

Date



Shire of
Serpentine
Jarrahdale



Code of Conduct Volunteers



Contents

Message from Our CEO	3
Purpose of the Volunteer Code.....	3
Compliance with the Code of Conduct	3
Shire's Values.....	4
Dealings with others	4
Work, Health and Safety Obligations	5
Use of Shire Resources	5
Conflicts of Interest	6
Use and Disclosure of Shire Information.....	6
Record Keeping.....	7
Fraud and Corruption	7
Breaches of this Code.....	7
Code Commencement Date	8
Code of Conduct Declaration.....	8



Message from our CEO

I am pleased to welcome you on board as a Volunteer at the Shire of Serpentine Jarrahdale.

The contribution of Volunteers is greatly valued and enables delivery of an enhanced range of programs and services for our community.

Volunteers play an important role in forging strong bonds between the community and the Shire. This Code of Conduct has been developed to provide guidance to Volunteers on the Shire's values and principles along with expected standards of behaviour when representing the Shire.

I thank you for your commitment to the Shire of Serpentine Jarrahdale.

Paul Martin
Chief Executive Officer



Purpose of the Volunteer Code

The Purpose of the Code of Conduct is to provide all Volunteers with clear standards and practical guidance as to what is expected of a Volunteer and what is considered acceptable behaviour when representing the Shire of Serpentine Jarrahdale (the Shire).

The Volunteer Code of Conduct (the Code):

- a) Establishes agreed standards of appropriate behaviour and a shared understanding of the role and responsibilities of Volunteers.
- b) Provides a reference for Volunteers in resolving conflict.
- c) Gain explicit agreement from Volunteers to self-monitor their behaviour and comply with the expected standards and conduct of the Shire.
- d) May be varied or amended by the CEO from time to time.

Compliance with the Code of Conduct

Volunteers are personally responsible for understanding the Code of Conduct obligations and ensuring their compliance with the Code. The person responsible for the management or supervision of the volunteer is responsible for providing a copy of the Code of Conduct and managing their compliance to the Code.

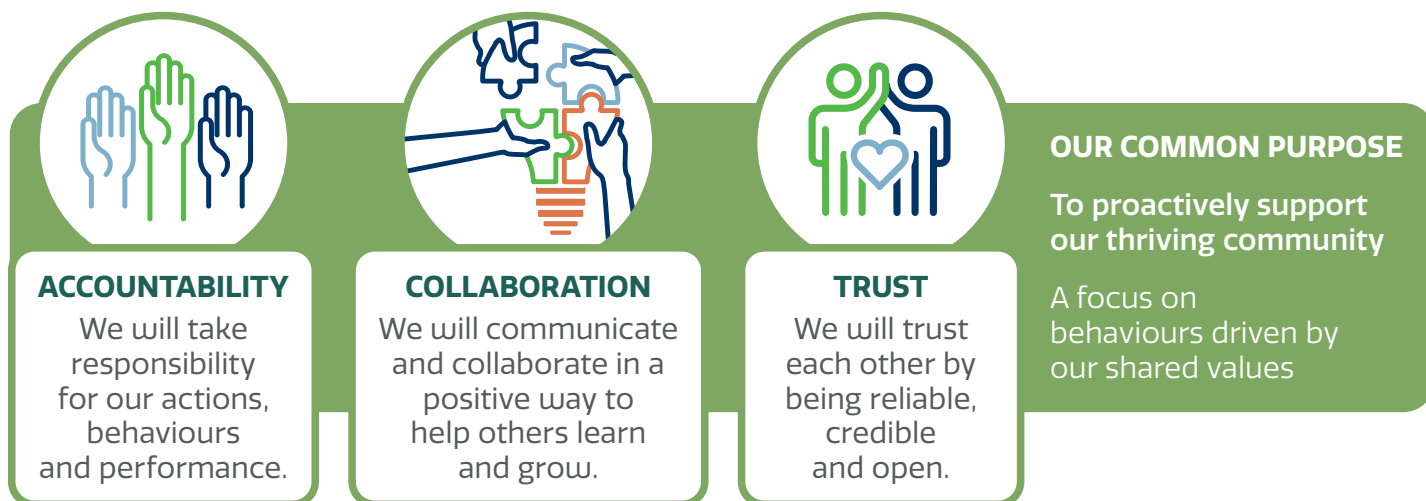
This Code is binding for all Volunteers of the Shire.

At the time of accepting a volunteer role with the Shire, all Volunteers are required to sign and accept that they have read and understood the Code (refer to page 9, Code of Conduct Declaration). This demonstrates commitment to the Shire's values and expected behaviours of Volunteers.

Shires Values

This Code sets out the principles of conduct and behaviour expected and required of the Shire's Volunteers. The Code is based on the Shire's values and are to assist and provide guidance to Volunteers in the fulfillment of their duties and form the foundation of trust and respect from our community.

When volunteering at the Shire we require everyone to model the Shire's values which are:



Dealings with others

Volunteers will treat all members of the community, other Volunteers and Shire Employees with respect, courtesy, honesty, and fairness, having regard to their interests, rights, safety, and welfare.

Whilst this Code applies to conduct in the workplace there may be circumstances where behaviour outside of working hours has the potential to affect the community's perceptions of the integrity and professionalism of the Shire. This may occur where there is a link between the Volunteer and the Shire including (online and social media communications). You must maintain both the integrity and good reputation of the Shire and the trust and confidence in the employee to perform their duties.

The Shire has a zero tolerance for discrimination, bullying, harassment, and this applies in the workplace. The Shire encourages all Volunteers to support the prevention of bullying, harassment, and discrimination in the workplace by reporting any potential incidents to the person responsible for the management or supervision of the volunteer or the Shire's People and Development team.

All Shire services must be delivered in accordance with relevant policies and procedures.



Work, Health and Safety Obligations

The Shire must ensure, so far as reasonably practicable, the physical and mental safety of all Volunteers.

Volunteers have responsibility to take reasonable care for their own mental and physical health and safety, and to ensure their actions or omissions do not affect the health and safety of others. Volunteers must comply with reasonable instructions from the Shire relating to Work, Health and Safety and cooperate with any reasonable policies or procedures regarding health and safety matters.



Use of Shire Resources

Volunteers are provided with the appropriate resources to undertake their duties and responsibilities for their volunteer role.

Shire resources are not to be utilised for private, personal, political or promotional activities without the written approval of the CEO.

Shire resources include property of the Shire and services provided or paid for by the Shire. When using Shire resources and finances, all Volunteers are required to:

- a) Comply with all Shire policies, procedures and any related internal controls or reporting requirements related to the use of Shire resources.
- b) Use, operate, maintain, and store Shire resources in accordance with Shire policies and procedures.
- c) Not use Shire resources for personal gain (including paid work time, or unauthorised personal use of Shire resources).

Conflicts of Interest

A conflict of interest arises where a Volunteer's personal interest conflicts with the public interest and the impartial fulfilment of their volunteer duties. Having a conflict of interest is not unusual and does not represent wrongdoing. However, failing to disclose and manage a conflict of interest appropriately may amount to wrongdoing.

In the performance of their duties, all Volunteers must:

- a) Ensure that no actual, perceived, or potential personal or financial interest conflicts with their ability to perform their duties in an impartial manner.
- b) Disclose to the person responsible for the management or supervision of the volunteer any actual, perceived, or potential conflict of interest as soon as it is known.

Use and Disclosure of Shire Information

The Shire deals with a large amount of information, some of which is intended for the public, and some of which is required to remain confidential. In seeking to ensure that all information of the Shire is used in the correct and lawful manner, all Volunteers are required to:

- a) Not disclose Shire information acquired through the course of their voluntary work, other than where properly authorised or as required by law.
- b) Use Shire information only for the purpose it was intended, authorised and necessary to carry out the role and provide the services of the Volunteer.
- c) Not misuse Shire information for personal or commercial gain or any other improper advantage (for the Volunteer or any another person).
- d) Not misuse Shire information to cause harm or detriment to any other person, Volunteer, or organisation.
- e) Not provide comment or information to the media unless otherwise authorised.
- f) Ensure that all information and documents created while Volunteering with the Shire are truthful, accurate, complete, timely and comprehensible.
- g) Comply with all relevant Shire policies and procedures and applicable legislation in relation to the sharing of Shire information.
- h) Maintain confidentiality over all Shire confidential information including:
 - i. Not sharing confidential information except as authorised, or as required by law.
 - ii. Ensuring the secure and correct storage of confidential information (in accordance with Shire policy and procedure or otherwise).
 - iii. Returning all confidential information in possession or control of the Volunteer to the Shire on the ending of their voluntary period.

Record Keeping

The Shire has in place a detailed record keeping plan, ensuring compliance with the State Records Act 2000. All Shire records must be kept in compliance with this plan. To ensure compliance, maintain transparency and to capture and protect relevant information, all Volunteers are required to:

- a) Record all actions and decisions, and related reasons, in performing duties for the Shire where required.
- b) Not access, use, or amend information or documents unless required.
- c) Not destroy any document without authorisation.
- d) Ensure all records are properly and securely stored.
- e) Ensure compliance with the Shire's record keeping plan, relevant policies and procedures and any applicable law.

Fraud and Corruption

Fraud and corruption are serious matters. They are unacceptable and not tolerated in any form at the Shire. In the performance of their duties, Volunteers must:

- a) Not engage in any fraudulent or corrupt behaviour.
- b) Report any suspected or actual fraudulent, corrupt, or illegal activities, or breaches of this Code to the person responsible for the management or supervision of the volunteer or the CEO.

Breaches of this Code

Where the Shire becomes aware of a suspected breach of the Code, by a Volunteer, it will be managed in accordance with the applicable disciplinary policy and procedure relevant to the Volunteer.

Misconduct is a breach of conduct, or behavioural standards required by the Shire.

Misconduct includes (but is not limited to):

- a) A breach of this Code.
- b) Breaching a Shire's Policy, Procedure, or job instruction relevant to the Volunteers' duties being undertaken.
- c) Failing to follow a lawful and reasonable management direction.
- d) Using abusive or offensive language in the workplace.
- e) Misuse of substances resulting in behaviour which is deemed offensive or threatens the safety of self and others.

- f) Acts of dishonesty.
- g) Theft of Shire property or funds.
- h) Intentionally, or recklessly misusing or damaging the Shire's resources or property.
- i) i) Illegal or unethical behaviour in or related to the performance of the Volunteers' duties.

Outcomes for a founded breach of the Code may include any disciplinary action up to and including termination of the voluntary agreement.

Certain suspected or founded acts in breach of this Code may also give rise to a requirement to report the conduct to an external body, including the Public Sector Commission, the Corruption and Crime Commission and/or the WA Police, which may lead to prosecution if the actions or behaviour are found to be unlawful.

Code Commencement Date

The Code comes into effect on 16 January 2025.

Code of Conduct Declaration

I,
(print name)

Declare I am a Volunteer of the Shire of Serpentine Jarrahdale.

I acknowledge I have read the Code of Conduct and understand the content and agree to be bound by them.

Signed

Date

Please return completed declaration to the appropriate person responsible for the management or supervision of the volunteer.

6 Paterson Street, Mundijong
Western Australia 6123

t: (08) 9526 1111 **e:** info@sjshire.wa.gov.au

w: sjshire.wa.gov.au



Shire of Serpentine Jarrahdale Acknowledgment and Sign-Off Form

Participant Details

Name:

Contact Number:

Position/Role:

Date:

Brigade:

Acknowledgment of Documents Received and Reviewed

I acknowledge that I have received, read, and understood the following documents:

1. Shire of Serpentine Jarrahdale Bush Fire Brigade Operating Procedures (Version 1.4, 2024)
2. Shire of Serpentine Jarrahdale Volunteer Code of Conduct

Acknowledgment of Compliance

I agree to:

- Abide by the principles, policies, and procedures outlined in the Shire of Serpentine Jarrahdale Bush Fire Brigade Operating Procedures.
- Follow the expectations set out in the Shire of Serpentine Jarrahdale Code of Conduct during all brigade-related activities.
- Report any breaches or concerns related to these documents to the appropriate authority as outlined in the procedures.

Participant Declaration

I declare that the information provided above is accurate and confirm my commitment to adhering to the principles and guidelines in the documents.

Signature:

Date:





Station Orientation

- ☐ Introduce new recruit to Captain
- ☐ Introduce new recruit to Lieutenant/s
- ☐ Introduce new recruit to Brigade FCO
- ☐ Explain requirement of being a volunteer
 - ☐ Volunteer Fire fighter's role
 - ☐ Minimum attendance requirements
 - ☐ Minimum training requirements before being able to attend incidents
 - ☐ Pre-Season Skills assessment
 - ☐ Code of conduct
- ☐ Explain the brigade Operating Procedure
- ☐ Station orientation
- ☐ Meeting room/training room
- ☐ Amenities
- ☐ Non-smoking policy
- ☐ Emergency Exits
- ☐ Security
- ☐ Station rules
- ☐ OneComm

