



3/024 Recognition of Emergency Service Volunteer Work

Objective

The objective of this policy is to recognise the valuable work performed by Town of Port Hedland (ToPH) employees who volunteer their time and efforts to the emergency services organisations; encourage the participation by ToPH employees in emergency services volunteer organisations; and provide support for ToPH staff who undertake emergency service volunteer roles.

This policy relates specifically and only to ToPH employees who are registered and perform work as Emergency Service Volunteers for organisations as named in this policy.

Content

The Town of Port Hedland values and acknowledges the importance of the service provided to the community by volunteer organisations such as Volunteer Fire and Rescue Services (VFRS), the Hedland Bush Fire Brigade (HBFB), State Emergency Service (SES) and St. Johns Ambulance Service. Integral to the success of these organisations is that there are adequate volunteer numbers to call upon during an emergency.

To support ToPH employees currently enrolled as volunteers with the above listed agencies, and to encourage others to volunteer. ToPH will provide in the event of a recognised emergency incident occurring within the district and during working hours:

- Release from duties with ToPH where possible and at the discretion of the relevant Director for a ToPH employee who registered as a volunteer and is requested to attend a Recognised Emergency Incident – note casual employees; contractors and labour hire engaged at ToPH are not eligible for the provisions of this policy; and
- A payment up to the equivalent of ordinary time wages for up to 5 hours of emergency volunteer service in a recognised emergency incident that is performed during normal work hours in any fortnight pay period, with a maximum potential payment to the value of fifty (50) hours per calendar year.
- Overtime will not be considered for volunteer work performed out of normal hours.



- Time taken for volunteer attendance at a recognised emergency incident is unpaid leave and the support payment of up to five hours of ordinary time wages will only be paid when supported by documented evidence proving attendance at a recognised emergency incident. Should reasonable evidence of attendance at a recognised emergency incident not supplied within 72 hours of the absence, the hours spent away from the employees standard duties will treated as leave without pay in accordance with the ToPH Enterprise Agreement 2017 and the National Employment Standards (NES).
- Attendance at extended incidents/emergencies is subject to the discretion of the CEO.

Definitions

Recognised Emergency Services

- DFES Volunteer Fire and Rescue Service (VFRS)
- Hedland Bush Fire Brigade (HBFB)
- State Emergency Service (SES)
- St Johns Ambulance Service

Relevant Supervisor

- Coordinator
- Manager
- Director
- CEO

Recognised Emergency Incident

- An incident requiring an emergency response from a Recognised Emergency Service within the geographical boundaries of the Town of Port Hedland governance jurisdiction; and
- Training events, exercises, meetings etc. will not be recognised.

Relevant legislation	<i>Fair Work Act 2009</i> Town of Port Hedland Enterprise Bargaining Agreement 2017
Delegated authority	-
Business unit	Environmental Health and Community Safety
Directorate	Development, Sustainability and Lifestyle



Governance to complete this section

Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201718/104	13 December 2017
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