



RECOGNITION OF EMERGENCY SERVICE VOLUNTEERS IN THE CITY OF KARRATHA

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1. OBJECTIVE

The following policy represents the recognition of the invaluable service that emergency volunteers contribute to the City of Karratha. This recognition is celebrated during National Volunteer Week. The objective of the Policy is to recognise the work of those individuals who have actively volunteered in emergency services within the City of Karratha.

2. PRINCIPLES

2.1 General

The recognition of emergency volunteers is based on the years of service provided within the City of Karratha as outlined in the table below:

NUMBER OF YEARS	RECOGNITION AWARD
5	Certificate
10	Plaque
15	Certificate
20	Plaque
25	Medallion
30	Trophy
35	Plaque
40	Trophy

The City of Karratha will advise local Emergency Services groups, two months prior to Volunteer Week each year, for volunteers who have worked for five years or more in the emergency services area to submit an application. All applications will be verified against Department of Fire and Emergency Services and St Johns Ambulance records.

Recognition for volunteers will include a certificate, plaque or trophy (as defined in the table above) from the City of Karratha, presented by the Mayor or nominated City delegate, during Volunteer Week.

The recipients of the plaques and/or trophies will be volunteers from Volunteer Fire and Rescue Service, Ambulance Service, Volunteer Sea Search and Rescue, Bush Fire Brigades and State Emergency Services, who have undertaken 10, 20, 30, 35 or 40 years of voluntary service within the City of Karratha in one or more of the above mentioned service areas. Recipients with 5, 15 or 25 years will be awarded with certificates.

2.2 Criteria

Applications received will be assessed against the following criteria:

- Candidates must have been actively involved as a volunteer with the relevant service, and not just have been a member of the organisation.
- Time served in previous voluntary organisations outside the City of Karratha is non-transferable. Members will be recognised for length of time served within the City of Karratha only.
- All applications must be signed and verified for accuracy in relation to length of time in which they have been a volunteer by the current President of the organisation (or similar. i.e: highest level official) who is based in the City of Karratha.

- Should candidates have worked in more than one emergency service area during their years of service, then written verification for accuracy in relation to length of time in which they have been a volunteer must be forthcoming from each organisation in which the voluntary service was undertaken. Working as a volunteer in two separate services for the same time duration does not double the years of service to the City.
- Applicants must complete the application form, and have it entered by the closure date as advised by City Officers. Failure to meet the closure date will render the application void, but applications can be resubmitted in the following round of applications.
- Applications can only be submitted by the President of the organisation (or similar. ie: highest level officer) who is based in the City of Karratha. In such cases where the aforementioned officer is to be the recipient of the award, the next highest level officer should fill in and sign the relevant application. This person does not have to be necessarily based in the City of Karratha.
- All applications must have the approval of their relevant committee who are in office at the time of application.
- Applicants must have been active members of the relevant organisation within 12 months of receiving the award.
- Applicants that have been paid as a component of employment for the relevant service area, are not eligible to be a recipient of the award unless it can be clearly delineated that they have made a substantial additional contribution as a volunteer to the relevant organisation(s).

All applications should be assessed by an identified sub-group of Council coordinated through the Community Development Department. Council will be informed of the successful applicants via a Council information item.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

4. ROLES AND RESPONSIBILITIES

It is the responsibility of All Staff to ensure that they adhere to the policy, direction and legislation.

All Officers are accountable for implementing the policy and ensuring that every person or organisation contracted to or acting on behalf of Council adheres to this policy.

The Community Development Department are responsible for executing the National Volunteer Week celebrations, including advertising for applicants.

Council is responsible for the application of the policy. Council is responsible for the review of the policy.

5. REFERENCES TO RELATED DOCUMENTS

- Application Form – see Community Services

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Next Review:	February 2017
Responsible Officer:	Manager Community Services

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.