

STAFF AND VOLUNTEER SERVICES

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1. OBJECTIVE

To recognise the importance of volunteer services and provide assistance to staff who need to fulfil their obligation as a volunteer

2. PRINCIPLES

It is recognised that the St John Ambulance and the Department of Fire & Emergency Services are ~~of huge importance~~ invaluable to each and every community and it is vital to have the “people power” to call upon ~~when~~ in ~~the~~ case of an emergency.

In the event of an accident or emergency occurring within the district during normal work hours an employee who is registered as a volunteer to either of the above mentioned organisations and is requested to be in attendance will be released from duties, if possible only with the permission of the relevant Supervisor. The payment of wages will be made at ordinary time (as if the ~~E~~mployee was at work) and overtime would not be considered if the accident or emergency's duration extended to after work hours or on the weekends.

It ~~would be~~ expected that the Employee ~~would~~ obtain documentation from the relevant service as proof of attendance to the accident or emergency, in which case payment of wages ~~would will~~ continue. ~~s~~Should this documentation not be forthcoming within three working days of the absence the hours spent away from the Employees work place will be deducted from the Employees pay.

Permission for attendance at longer term incidents will be at the discretion of the relevant Director, however annual leave should be utilised in these circumstances. Where an emergency situation develops outside of the City of Karratha boundaries, leave may be approved on a time for time basis up to a maximum of 3 days.

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. REFERENCES TO RELATED DOCUMENTS

- City of Karratha Enterprise Agreement 2015 and any successor agreement.
- City of Karratha Operational Policies

Policy Number:	CH-05
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Last Review:	<u>May 2016 July 2019</u>
Next Review:	<u>May 2018 July 2023</u>
Responsible Officer:	Manager Human Resources

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