



3/024 Volunteering Policy for Town of Port Hedland Employees

Objective

The objective of this policy is to support and recognise the valuable work performed by Town of Port Hedland (Town) employees who volunteer their time and skills throughout the community.

This policy covers the following categories of volunteering: -

- Emergency Services Volunteers
- Community Service Volunteers
- Corporate Volunteering

The Town encourages participation by Town employees to volunteer in one or more of the above categories. Volunteering opportunities must be either through a registered charity, local not-for-profit organisation or with an organisation at the discretion and approval of the CEO.

All requests from Town employees must be assessed and approved prior to any release from standard duties and may be subject to operational requirements.

This policy applies to all Town employees, with Casuals only eligible for Emergency Services Volunteer leave. Contractors and labour hire temporary staff engaged at the Town are not eligible.

Emergency Services Volunteers

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), Volunteer Marine Rescue Service (VMRS) the Hedland Bush Fire Brigade (HBFB), State Emergency Service (SES) and St. John Ambulance Western Australia. Integral to the success of these organisations is that there are adequate volunteer numbers to call upon during an emergency.

To support Town employees enrolled as Emergency Services Volunteers with the above listed agencies, the Town will provide in the event of a recognised emergency incident occurring within the district and during working hours:

Release from standard duties where possible and at the discretion of the relevant Director or CEO for an employee who is registered as an Emergency Services Volunteer and is requested to attend a Recognised Emergency Incident.

- A payment up to the equivalent of ordinary time wages for up to five (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.



- Casual employees are eligible to apply to Emergency Services Volunteer leave, however this is unpaid leave.
- 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 (5) 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 be supplied within seventy-two (72) hours of the absence, the hours spent away from the employees standard duties will treated as leave without pay in accordance with the Town of Port Hedland Enterprise Agreement 2019 and the National Employment Standards (NES).
- Attendance at extended incidents/emergencies is subject to the approval of the Director or CEO.

Community Services Volunteering

The Town is also committed to supporting the community beyond emergency services response; and will provide employees with up to a maximum of two (2) days (15.2 hours) of paid community services volunteering leave each calendar year, to participate in voluntary work with a registered charity, local not-for-profit organisation or with an organisation at the discretion and approval of the CEO.

The Town recognises that Community Services Volunteering makes a positive contribution in the community and supports such opportunities under the following criteria: -

- Release from standard duties where operationally possible and is at the discretion of the relevant Director or CEO. Approval to be released from standard duties must be sought and approved prior to any absence from the workplace. The employee must consider reasonable notice when requesting release from standard duties (i.e. an average of at least 2 weeks' notice should be provided where possible).
- Casual employees, contractors and labour hire engaged at Town are not eligible to apply for this leave.
- A payment up to the equivalent of ordinary time wages for up to a maximum of two (2) days (15.2 hours) of paid Community Services Volunteering Leave is available, per calendar year and cannot be carried over or accumulated year after year.



- Overtime will not be considered or paid for volunteer work performed.
- Time taken for volunteer attendance is processed as unpaid leave; and will only be paid as ordinary time wages upon receipt of supporting documentary evidence to establish proof of attendance at approved Community Service Volunteer organisation. Should reasonable evidence of attendance not be supplied within seventy-two (72) hours of the absence from work, the hours spent away from the employees standard duties will treated as leave without pay in accordance with the Town of Port Hedland Enterprise Agreement 2019 and the National Employment Standards (NES).

Corporate Volunteering

In addition to individual employees volunteering, there may be instances where teams of employees (up to and including the entire Town) will be encouraged to volunteer during standard work hours. Such instances may only be supported where operationally possible.

These instances may arise at the request of a Manager, Director or the CEO and are at the discretion and approval of the CEO.

The selection of a volunteer opportunity for Corporate Volunteering will be based on: -

- The needs of the local community
- The alignment of the local organisation to the Town's values of; Unity, Quality, and Integrity
- The alignment of the local organisation with the Town's Strategic and Corporate Plans

Corporate Volunteering will be for a maximum of one (1) day (7.6 hours) per calendar year and cannot be carried over or accumulated year after year.

Definitions

Recognised Emergency Services

- DFES Volunteer Fire and Rescue Service (VFRS)
- Volunteer Marine Rescue Service (VMRS)
- Hedland Bush Fire Brigade (HBFB)
- State Emergency Service (SES)
- St John Ambulance Western Australia

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.



Community Services Volunteering

- Volunteering opportunities available with a registered charity, local not-for-profit organisation or with an organisation at the discretion and approval of the CEO.
- Individual request/s from an employee to participate in volunteering during standard work hours.

Corporate Volunteering

- Volunteering opportunities available with a registered charity, local not-for-profit organisation or with an organisation at the discretion and approval of the CEO.
- Request for a team of employees to participate in volunteer during standard work hours. This request may be initiated by the Manager of the area, or at the discretion of the CEO; and may include up to the entire Town.

Relevant legislation	<i>Fair Work Act 2009</i> Town of Port Hedland Enterprise Agreement 2019
Delegated authority	Not applicable
Business unit	Human Resources Environmental Health and Community Safety
Directorate	Office of the CEO Regulatory Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201718/104	13 December 2017
	V02	OCM202122/040	25 August 2021
Review frequency	2 Yearly		

Document Control Statement – *The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.*