



RECOGNITION OF EMERGENCY SERVICES VOLUNTEERS IN THE CITY OF KARRATHA

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1. OBJECTIVE

To acknowledge the invaluable service that emergency services volunteers contribute to the City of Karratha and recognise those individuals who have actively volunteered.

2. PRINCIPLES

2.1 General

The recognition of emergency services volunteers will be celebrated during National Volunteer Week. Recognition 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	Medallion
20	Plaque
25	Medallion
30	Trophy
35	Plaque
40	Trophy

The City will contact Emergency Services brigades, groups or units (BGUs) two months prior to the annual National Volunteer Week to call for applications for members who have volunteered for five or more consecutive years

Local Volunteers who have worked for five years or more in the emergency services area must submit an application. All applications will be verified against Department of Fire and Emergency Services (DFES) and St Johns Ambulance records.

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

The recipients of the recognition awards will be volunteers from Volunteer Fire and Rescue Service, Ambulance Service, Marine Rescue, Bush Fire Brigades and State Emergency Services, who have undertaken 5, 10, 15, 20, 25, 30, 35 or 40 years of voluntary service within the City.

2.2 Criteria

Applications received will be assessed against the following criteria:

- a) Applicants must have been actively involved as a volunteer with the relevant BGU within 12 months of receiving the award, and not just a member of the organisation.
- b) Time served volunteering in previous BGUs outside the City of Karratha is non-transferable. Members will be recognised for length of time served within the City of Karratha only.
- c) 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 BGU Captain/Leader (or similar. i.e: highest level official) who is based in the City.

- -if the applicant is a dual member of BGUs, a separate application from each BGU is required. Volunteering in two separate BGUs for the same time duration does not double the years of service.
- d) Applications must be completed and submitted to the City by the closing date as advised by City Officers. Failure to meet the deadline will render the application void. However, applications can be resubmitted in the following year.
- e) Applications can only be submitted by the BGU Captain/Leader/Secretary (or similar. ie: highest level officer) who is based in the City. In such cases where the aforementioned officer is to be the recipient of the award, the next highest-level officer should complete and sign the relevant application. This person does not have to be based in the City of Karratha.
- f) All applications must have the approval of their relevant Committee who are in office at the time of application.
- g) Individuals 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 BGU.

. 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 City.

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

- Emergency Services – Service Recognition Application Form

Policy Number:	CS13
Previous Policy Number:	EXE30
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Last Review:	April 2022
Next Review:	April 2026 [Every 4 years]
Responsible Officer:	Manager Community Programs

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