

File reference	SAFECOM- 09-154
Effective date	TBD
Review date	TBD
Policy Owner	Manager, VSB
Compliance type	Mandatory
Approval by	SAFECOM Board

## 1. SCOPE

- 1.1. This document is applicable to the South Australian Fire and Emergency Services Commission (SAFECOM), Commission Board, Emergency Services Organisations (ESOs), all employees and volunteers of the Emergency Services Sector (ESS) as defined in the *Fire and Emergency Services Act 2005 (the Act)*
- 1.2. This policy covers those matters to be referred by SAFECOM, the Commission Board and ESOs to the consultative mechanisms in the Fire and Emergency Services Sector in particular those affecting Volunteers.

## 2. KEY OBJECTIVES

- 2.2 SAFECOM is committed to appropriate levels of consultation within the Sector in its decision making processes.
- 2.3 *The Act* provides for SAFECOM to undertake effective consultation with the Fire and Emergency Services Sector and the Community. To do this, consideration should be given to timeframes and consultative methodology.
- 2.4 This policy is directed towards identifying those matters which will be the subject of referral from SAFECOM, the Commission Board and ESOs to the existing Sector consultative mechanisms for consultation and advice in particular those affecting volunteers.
- 2.5 This policy is directed towards ensuring compliance with the *Fire and Emergency Services Act 2005*

## 3. DEFINITIONS AND ACRONYMS

Chief Executive Officer (CE)	For the purpose of this policy, CE refers to the Chief Executive of SAFECOM
Emergency Services Organisations (ESO's)	South Australian Metropolitan Fire Service (SAMFS), South Australian Country Fire Service (SACFS), South Australian State Emergency Service (SASES), as defined in the <i>Fire and Emergency Services Act 2005</i> .
Chief Officer (CO)	For the purpose of this policy, CO refers to the Chief Officer South Australian Metropolitan Fire Service, Chief Officer South Australian Country Fire Service and the Chief Officer South Australian State Emergency Service.

Version	1.0
Original Issue Date	11 December 2009
Date Updated	7 January 2013
Review Date	TBD - 5 years from endorsement date
Principal Contact	Manager, Volunteer Services Branch
Last Printed	

Emergency Service Sector (ESS)	Comprises the: South Australian Fire & Emergency Services Commission (SAFECOM), South Australian Metropolitan Fire Service (SAMFS), South Australian Country Fire Service (SACFS) and South Australian State Emergency Service (SASES), as defined in the <i>Fire and Emergency Services Act 2005</i> .
Employee	Employees of the Emergency Services sector are employees defined in accordance with the <i>Fire and Emergency Services Act 2005</i> , the <i>Public Sector Act 2009</i> , <i>Work Health and Safety Act 2012</i> and <i>Workers Rehabilitation and Compensation Act 1986</i> .
SAFECOM	South Australian Fire and Emergency Services Commission.
Volunteer	A member of CFS or SES registered on ESOTAS with the category of membership as a volunteer
Volunteer Associations/Union	CFS Volunteers Association, the SES Volunteers Association, United Firefighters Union of Australia - SA Branch and the Public Service Association of South Australia.
Charters	The Volunteer Charters for both SACFS and SASES Volunteers.

#### 4. POLICY POSITION

##### Background to Policy Position

- 3.1. As part of its responsibilities under *the Act* SAFECOM has a clear responsibility to consult and receive advice in its decision making processes.
- 3.2. In exercising those responsibilities SAFECOM may refer any matter for consultation and advice.
- 3.3. Both the SACFS and SASES Charters recognise volunteer members of their workforce are fundamental to emergency management in South Australia and their value and importance is recognised and highly regarded by the South Australian community. Volunteers and the commitment they bring to the South Australian community through preparedness, prevention, response and recovery activities remain their core strength.
- 4.5. The Charters represent an agreement that the Government of South Australia, SAFECOM, the SACFS and the SASES will commit to consultation with Volunteers and the Volunteer Associations about all matters that might reasonably be expected to affect them, and to consider their views when adopting or approving new practices and policies.
- 4.6. The Charters require SAFECOM and the ESO's to ensure that consultation with Volunteers about all matters which might reasonably be expected to affect them is carried out and to consider their views when approving or adopting new practices or policies.
- 4.7. The Charters also recognise that there exists a mutual obligation and practical partnership based on respect between the parties
- 4.8. Whilst well structured and operating consultative mechanisms currently exist for referral of matters by the CFS and SES in particular, this needs to be extended to the Sector as a whole.

Version	1.0
Original Issue Date	16 December 2009
Date Updated	3 January 2013
Review Date	TBD - 1 year from implementation date
Principal Contact	Manager, Volunteer Services Branch
Last Printed	

- 4.9. This extension will include SAFECOM, Commission Board, and the remaining ESO.
- 4.10. In order to provide more structure, regularity and value from this consultative process a definition of those matters that should be referred to the existing consultative mechanisms in the Sector is proposed.

#### Policy Position

- 4.11. Without limiting the referral of any matter, and, subject to individual legislative powers and responsibilities, it is proposed that SAFECOM, Commission Board and the ESOs in their development of Policy and Strategy relating to Prevention, Preparedness, Response and Recovery refer any matters to the appropriate consultative mechanism that relate to:
- All matters which might reasonably be expected to affect Volunteers.
  - In particular those relating to:
    - Training
    - Vehicles & Equipment (*including fixed assets*)
    - Personal Protective Clothing / Equipment
    - Communications
    - Systems of Work
    - Workplace Health and Safety
    - Recruitment, Retention and Volunteer Management
    - Finance (*acquisition and procurement*)
  - Policies or Strategies which seek to regulate the work of volunteers in any way.
  - The application of Whole of Government policies and Legislative change.
- 4.12. Volunteers and the Volunteer Associations/Unions will also provide advice on any matters they identify, through those consultative mechanisms
- 4.13. The timing of decision making processes will be adjusted to provide for the receipt and consideration of such advice from such referrals.
- 4.14. A procedural framework for the implementation and operation of this policy will be developed and adopted which builds on the existing consultative arrangements rather than establishing new protocols.
- 4.15. The implementation and operation of this policy is not to replace other existing consultative processes operating in the Sector.

Version	1.0
Original Issue Date	12 December 2018
Date Updated	3 January 2019
Review Date	TBD - 5 years from endorsement date
Principal Contact	Minister, Volunteer Services ESO
Last Printed	

**5. ROLES AND RESPONSIBILITIES**

Employees with general responsibilities for implementing the policy include:

Role	Responsibility
CE	Responsible for disseminating and implementing this policy in SAFECOM
Chief Officers	Responsible for disseminating and implementing this policy in each ESO
SAFECOM and ESO's	Sign-off on policy
Volunteer Associations/Union	Note and provide advice on policy

**Accountabilities**

Implementation	Volunteer Services Branch
Compliance	Volunteer Services Branch
Monitoring and Evaluation	Volunteer Services Branch
Development/Review	Volunteer Services Branch
Interpretation and Advice	Volunteer Services Branch

**6. EFFECTIVENESS AND REVIEW OF POLICY**

Subject to continuous monitoring and evaluation

**7. RELATED DOCUMENTS**

*Fire and Emergency Services Act 2005*

*SACFS and SASES Volunteer Charters*

**8. HISTORY**

18/12/2008 - New Policy

08/01/2013 - Policy reviewed

Version	1.2
Original Issue Date	18 December 2008
Date Modified	7 January 2013
Review Date	TBD - 5 years from endorsement date
Principal Contact	Manager, Volunteer Services Branch
Last Posted	

### 9. APPROVAL

Name of Board Member

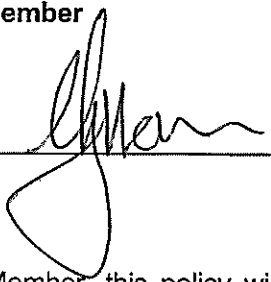
**Tony Harrison**

Title of Board Member

**Presiding Member**

Date of Endorsement

Signature of Board Member

 12/3/13.

When endorsed and signed by the Presiding Member, this policy will be returned to the Policy Owner who will

- disseminate to the appropriate agency/s for distribution through their policy and procedure distribution process;
- take appropriate action to post the document on the Intranet Site and ensure superseded document/s are removed from the site;

Version	1
Original Issue Date	19 December 2002
Date Updated	5 January 2013
Review Date	TBD - 7 years from endorsement to date
Approval Control	Managed Volunteer Services Branch
Last Period	