



THE UNITED PROFESSIONAL FIREFIGHTERS UNION OF WESTERN AUSTRALIA POLICY

PRESIDENT: Alan Crossman

SECRETARY: John Marsh

15 January 2025

Policy No 25 – Senior Firefighter Fifth-Year Celebration Support

The UPFU acknowledges the dedication and hard work demonstrated by firefighters upon completing their Fire Development Program (FDP) and reaching their fifth-year increment as part of their promotion to Senior Firefighter.

This policy aims to formalise the process of providing recognition and support for this career milestone, ensuring the continued tradition of acknowledging firefighters' significant achievement and fostering camaraderie among members.

Scope

This policy applies to:

- UPFU members who are reaching their fifth-year increment following completion of their FDP.
- Union officials, committee members, and staff involved in organising the event.

Exceptions or Special Circumstances:

- This support is provided once per school cohort.
- Special arrangements may apply if an increment date is delayed due to unforeseen circumstances.

Policy Statement

- The UPFU will provide access to the UPFU Office located at 21 View Street, North Perth, as a venue for the celebration.
- A budget of \$400 will be allocated for refreshments to support the event.
- This recognition event will be organised and scheduled once per school cohort reaching the Senior Firefighter promotion.

This policy aligns with the relevant internal Union regulations and supports members' professional development and well-being.

Roles and Responsibilities

- **UPFU Committee Members:** Responsible for coordinating with the relevant school and identifying a point of contact for planning the event.
- **UPFU Office Staff:** Provide logistical support, ensuring the venue is prepared and available on the designated date.
- **School Contact Person:** Collaborates with the UPFU to confirm the date, time, and attendance requirements.

Accountability:

- The assigned Committee Member is accountable for ensuring the smooth organisation and execution of the event.
- The UPFU Secretary oversees the policy's implementation and adherence.

Procedures

Implementation Steps:

1. **Initial Contact:** A designated Committee Member contacts the relevant school cohort prior to the fifth-year increment date to confirm event details.
2. **Scheduling:** Confirm the date, time, and expected attendance with the school.
3. **Venue Preparation:** Ensure the UPFU Office is available and set up for the event.
4. **Refreshments:** Allocate and manage the \$400 budget to provide suitable refreshments for attendees.
5. **Communication:** Distribute event details to ensure all relevant parties are informed.

Monitoring and Compliance:

- Maintain a log of scheduled events and outcomes with the Union Office.
- Regularly check with Committee Members for feedback and improvements.

Documentation:

- Use a standardised form to document contact details, event logistics, and post-event reflections.

Review and Amendments

Review Frequency: This policy will be reviewed annually to ensure relevance and effectiveness.

Amendment Process: Proposed amendments can be submitted by any Union member and will be reviewed by the UPFU Executive Committee. Changes will be approved by a majority vote and communicated to all members.

Executive Summary: The United Professional Firefighters Union is committed to recognising the efforts of its members as they complete their FDP and achieve the milestone of Senior Firefighter. This policy formalises the provision of a dedicated venue and budgeted support, reinforcing our commitment to member recognition and support.

This policy was originally considered and endorsed by the Committee of Management at the Committee meeting held on 15 January 2024.

Moved: Simon Nelson

Seconded: Darryl Browning