



# Ambulance Employees Association of Western Australia



## The AEAWA Depot Delegate Information Package

### Information

The AEAWA opened positions across the State in all career metropolitan and country locations. Although many members did not want to join the AEA committee, many showed interest in the Association and wanted to help their colleagues.

The Depot Delegate position means that members can approach you for assistance and guidance in workplace matters. This document provides some information relating to the role you have expressed an interest in.

### Promoting the Association

For members to understand who performs the role of an AEAWA Depot Delegate, it is vital that our workforce understands who we are. The AEA has a website which members constantly visit ([www.aeawa.com.au](http://www.aeawa.com.au)). On that website a dedicated Committee page details who the depot delegates are.

The AEA would like to see **names and contact details** next to each depot across the State. The committee requires your permission to place your mobile phone number next to your name on the website. If **you do not** wish your details to be shown, we can provide the membership with depot contact number you are working in.

### About the Position

As an AEAWA Depot Delegate you will be recognised in the workplace as the local Association contact. Delegates play a vital role in being the two-way link between members in the workplace and the AEAWA committee. You are there to represent the interests of AEA members.

### Your Role

The role of a delegate can vary from depot to depot. There are some core tasks that you are well positioned to carry out and these include:

- Acting as first point of contact for members.
- Approaching staff about joining the Association
- Distributing association materials (such as occasional posters or updates on the depot notice boards) and keeping AEAWA members in your location up to date on association activities, meetings & issues.
- Ensuring there is an area on the noticeboard within your depot to display association materials.
- Keeping the AEAWA committee informed about issues and problems that may arise or have arisen in your depot.

## The Expectation

The committee requires Depot Delegates to adhere to the following ethos.

- To be approachable - to any Paramedic, Ambulance Officer, Ambulance Intern, Medic or Transport Officer within your depot. Your details as a Depot Delegate will be listed on the AEA website. Members may approach you for advice on any workplace matter. SOC members may also reach out to you for support or guidance.
- Maintain confidentiality – members may discuss personal and private matters with you in order to receive guidance on how to overcome a matter. Please be mindful that they are approaching you for support, many of them at a vulnerable time, please ensure you maintain confidentiality and their trust.
- To uphold the integrity of the AEAWA.

## How will the AEAWA Committee support me as a Depot Delegate?

The key characteristics of support offered by your committee are.

- Firstly, you are a member of the AEA, therefore you will receive support and guidance for any workplace matter.
- You will receive guidance from the committee on how to campaign for better working conditions and the handling of workplace issues.
- The Association is proactive - it gives Depot Delegates the power to take up and resolve issues within their location.
- The Committee is member-led – everyone plays their part in ensuring the AEA is active in every workplace.
- A committee member will be available at any time to assist you.

## How can I ensure I perform well as a Depot Delegate?

There are a few ways you can be a leader in your workplace, you can.

- Understand your rights within the workplace so you can assist others with theirs.
- Review the policies, operational guidelines, and the certified agreements so that you can assist members who approach you for advice. Remember it is OK to say, 'I don't know'. You can contact a member of the committee for further advice if required at any time.
- Every second Wednesday the AEA committee meet via Microsoft Teams, download the app onto your iPad or PC and join in.

This way you can understand issues going on throughout the state and obtain tips or advice on how to uphold our rights at work. If you cannot attend these meetings, you can check the AEA website to review the minutes that have been discussed. JCC and EBA meetings minutes are also located there.

## How can I obtain the information to assist members?

Check the AEAWA website [www.aeawa.com.au](http://www.aeawa.com.au) periodically and ensure you are a member of the AEAWA Face Book page, as many members post workplace issues there and the website has up to date news and upcoming events. The website also contains the AEAWA Committee Minutes, so many answers to workplace issues are contained in those documents.

You can also download and review the various current Certified Agreements for all your colleagues.

## Any further questions

Contact a committee member.



### Contact Us

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