



# Ambulance Employees Association of Western Australia



## The AEAWA Transport Delegate Information Package

### Information

The position will sit on the AEAWA Transport Committee. Members will approach you for assistance and guidance in many 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 Transport 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 Transport delegates are.

The AEA would like to see **names and contact details** next to each Transport Committee member 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 Transport 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

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.
- Be a strong advocate for the Association,
- There are numerous meetings the AEAWA attend; Committee Meetings, Annual General Meeting, Joint Consultative Committee meetings and numerous other meetings such as those set for various working groups. Some assistance on one or a few of these would be appreciated.

## The Expectation

The committee requires all Transport Delegates to adhere to the following ethos.

- To be approachable - to any Paramedic, Ambulance Officer, Ambulance Intern, Medic, or Transport Officer. Your details as a Transport 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 Transport 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 Transport 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 Transport 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 Executive Committee for further advice if required at any time.
- Every month the AEA committee meet via Microsoft Teams, download the app onto your iPad or PC and join in as there is much information you can gather here. Those meeting dates are located on the website [www.aeawa.com.au/information/meetings/](http://www.aeawa.com.au/information/meetings/)

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 on [www.aeawa.com.au/information/minutes/](http://www.aeawa.com.au/information/minutes/). 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 or if its related to disciplinary issues, those are listed on the FAQ page [www.aeawa.com.au/assistance/faqs/](http://www.aeawa.com.au/assistance/faqs/). 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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