
The Annual Volunteer Reimbursement Costing Model

The Annual Volunteer Reimbursement is designed to contribute to the cost of incidental expenses incurred through the nature of a volunteer’s routine contribution. The current model allows for the reimbursement of the following expense categories:

Travel to and from brigade (mileage):	<p>For <i>built environment</i> brigades: we have costed at 2km each way based on the ability of responding appliances getting out of the door to meet existing performance KPIs.</p> <p>For <i>natural environment</i> brigades: we have costed for 3km each way to account for volunteers in rural communities living further from the station.</p> <p>*Both of the above are based on incident and training attendance and people travelling at a road speed of 50kmh.</p>
Travel to and from community events (mileage):	<p>Most brigades attend numerous events, education, prevention, and awareness activities. This item accounts for the mileage for four events per year based on 2km travel each way.</p>
Home broadband:	<p>Fire and Emergency training material is currently optimised for a desktop experience rather than mobile; hence reimbursement covers home data use (5GB per month).</p>
Meal allowance:	<p>Allowance for four missed or abandoned meals per year due to attending events and/or an operational response. Also, to recognise the need to sometimes purchase food when attending a community event or activity.</p>
Home consumables/overheads	<p>A monthly \$10 amount to contribute to home office costs, printing, electricity, paper, postage etc. (Note: excludes volunteers paid a gratuity)</p>

The Costing Model cont...

The model allows for the fact that not all our volunteers carry out the same roles or undergo the same frequency of training. The expenses incurred are calculated based on the following four scenarios, incorporating muster attendance and organisational response data:

<u>Volunteer Activity</u>	<u>Definition</u>
Operational weekly training	Volunteer firefighter – Built Environment (generally)
Operational monthly training	Volunteer firefighter – Natural Environment (generally)
Operational Support	Varied role – attends incidents in a support role
Brigade Support	Varied role – but doesn't leave the station

The Costing Model cont...

The cost categories are applied to each role as follows, based on the activities undertaken within the role.

Volunteer Activity	Travel (Mileage)	Community events	Home Broadband	Meal Allowance	Home consumables	Workforce % weight
Operational Weekly Training	✓	✓	✓	✓	✗	75.10%
Operational Monthly Training	✓	✓	✓	✓	✗	
Operational Support	✓	✓	✓	✓	✗	9.90%
Brigade Support	✓	✓	✓	✗	✓	15%