

POLICY:-	
Policy Title:	Civil Emergency & Defence Force Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	27 September 2007
Resolution Number:	269/07
Other Review Dates:	18 October 2012
Resolution Number:	345/12
Current Policy adopted by Council:	16 June 2016
Resolution Number:	170/16
Next Policy Review Date:	2021

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resource Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultation Committee
Responsibility for implementation:	Human Resource Coordinator
Responsibility for review of Policy:	Human Resource Coordinator

OBJECTIVE

Upper Lachlan Shire Council recognises that some employees voluntarily contribute their time to organisations that benefit the community in the event of an emergency or national defence. In an effort to support these employees, leave, either unpaid or accumulated, may be granted in certain circumstances.

SCOPE

This policy applies to employees who are members of the following;

- NSW Rural Fire Service;
- State Emergency Services;
- Fire & Rescue NSW;
- Volunteer Search & Rescue Organisations; or
- Defence Force Reserve.

POLICY STATEMENT

- A. Council will provide support for members of the Australian Defence Force Reserves through:
 - i. Provision of leave not exceeding 10 working days per employee in any one year in addition to annual and other leave and will pay the employee normal salary/wages during this period.
 - ii. Provision on a case by case basis of additional leave for training and/or operational purposes on a leave without pay basis.
 - iii. Council will seek support under the Employer Support Payment Scheme for financial assistance.
- B. Council will provide support for members of local and/or regional volunteer emergency services for training and/or operational purposes through:
 - i. Provision of leave without pay up to a maximum of 10 working days per employee, per year for training or operational purposes.
 - ii. Provision of leave with pay for attendance at declared emergencies/disasters within Council's area.
 - iii. Provision of leave with pay for attendance at declared emergencies/disasters outside Council's area will be considered in a case by case basis.

If an employee is a member of both A and B above, the employee is eligible up to a total of 10 working days only, in one calendar year.

CONTENT

Granting of leave

The General Manager, or delegated officer, may approve special purpose paid leave to employees who are volunteer members of bushfire brigades or the State Emergency Services, where there is a recognised emergency, within the Upper Lachlan Shire Council area, so that they can help fight fires or carry out search, rescue or support operations.

Further, the General Manager, or delegated officer, may approve special purpose paid leave to employees who are volunteer members of bushfire brigades or the State Emergency Services, where there is a recognised emergency within the Local Government area(s) that border the Upper Lachlan Shire Council area and provide a potential threat to the Upper Lachlan Shire Council area.

For areas outside the above-mentioned Local Government area(s) the General Manager, or delegated officer, may grant leave without pay to employees who are volunteer members of bushfire brigades or the State Emergency Services so they can help fight fires or carry out search, rescue or support operations.

The General Manager, or delegated officer, may choose to refuse to grant leave without pay if an employee's absence will cause exceptional inconvenience or hardship in the workplace, or jeopardise the safety or security of council operations, other employees or the public.

Proof of membership

The General Manager, or delegated officer, may require proof of membership from employees who are members of bushfire brigades or the State Emergency Services and are requesting leave.

Approval Process

Employees who are volunteer members of bushfire brigades or the State Emergency Services must seek approval from their respective Manager / Director prior to taking leave.

Approval is at the discretion of the Manager/Director and General Manager and will be based upon operational needs.

Employees who leave the workplace without prior approval will be deemed to be an unapproved absentee.

Return to work

Council may require an employee who has taken leave for a civil emergency to provide proof of fitness to return to work before resuming normal duties.

DEFINITIONS AND APPLICABILITY

Emergency - Definition of an emergency is available in the Rural Fires Act 1997 and Regulation and the NSW Government Gazette declarations.

Emergency Services – include, but limited to Fire & Rescue NSW, NSW Rural Fire Services, State Emergency Service and other Search & Rescue Organisations.

Emergency Incident – an unforeseen situation that requires attendance by emergency Services in order to protect lives, property or assets.

REFERENCE DOCUMENTATION:

Relevant Legislation

The following Legislation affects the operation of this Policy:-

- Defence Reserve Service (Protection Act) 2001
- Defence Act 1903
- State Emergency & Rescue Management Act 1989
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2010;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Industrial Relations Act 1996;
- Independent Commission against Corruption Act 1988;
- Workplace Relations Act 2008;
- Fair Work Act 2009;
- Equal Employment Opportunity Act 1987;
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998;
- Trade Practices Act 1974;
- Public Interest Disclosures Act 1994; and

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Human Resource Training Plan;
- Staff Training Policy;
- Human Resource Succession Plan;
- Equal Employment Opportunity (EEO) Management Plan;
- Public Interest Disclosures Policy;
- Recruitment and Selection Policy;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- Harassment Policy;
- Service Delivery Policy;
- Bribes, Gifts and Benefits Policy;
- Fraud and Corruption Prevention Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Drug and Alcohol Policy;
- Rehabilitation Procedure and Practice Policy;
- Manual Handling Policy;
- Employee Assistance Program (EAP) Policy;
- Trauma Management Policy;
- Time in Lieu of Overtime Policy;
- Work Health and Safety Policy;
- Injury Incident Management Procedures;
- Protective Clothing and Equipment Policy;
- Sun Protection - Council Employees Policy;
- Volunteers Policy; and
- Payment of Expenses and Provision of Facilities Policy.

VARIATION

- Council reserves the right to vary or revoke this policy.