

POLICY:-	
Policy Title:	Call Back Policy
File reference:	
Date Policy was adopted by Council initially:	28 June 2007
Resolution Number:	194/07
Other Review Dates:	21 June 2012, 15 December 2016
Resolution Number:	198/12, 357/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2024

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	28 June 2007
Procedure/guideline reference number:	

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

POLICY OBJECTIVES:

Council recognises that to help provide a high level of service to the people of the Upper Lachlan Shire Council it is necessary for employees or groups of employees to be available for call back to work, outside of normal working hours.

Employees who are called back to attend work during a period will receive payment as per the Local Government (State) Award 2017. Alternatively staff may choose to take time off in lieu.

This policy aims to ensure that the employees are compensated when called back and that there is uniformity in the way that employees are called back.

Relevant Legislation:

The following Legislation affects the operation of this Plan:-

Time in Lieu of Overtime Policy
Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award 2017;
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;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Trade Practices Act 1974;
Public Interest Disclosures Act 1994; and
Crimes Act 1900.

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;
Council's Code of Meeting Practice;
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;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff 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;
Child Protection Policy;
Delegations of Authority Policy;
Employee Assistance Program (EAP) Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
Time in Lieu of Overtime Policy;
First Aid Policy;
Work Health and Safety Policy;
Injury Incident Management Procedures;
Protective Clothing and Equipment Policy;
Mobile Telephone Policy;
Smoking in the Workplace Policy;
Salary Sacrificing Policy;
Private Use of Council Motor Vehicles 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.