



EMERGENCY RESPONSE LEAVE FOR EMPLOYEES POLICY

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1. OBJECTIVE

The objective of this policy is to provide a clear framework for employees to access paid leave when an employee has attended an Emergency Management Response, in addition to leave entitled under the *Local Government Industry Award 2010*.

2. DEFINITIONS

Emergency Management Response – As per section 3 of the Emergency Management Act 2005 it includes combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Recognised Emergency Management Body – a body that is located within the Shire of Wandering and has a role or function under State or Local Government Emergency Plans or arrangements for dealing with emergencies/natural disasters, fire fighting, civil defence or rescues, or any other body whose predominant purpose is responding to an emergency or natural disaster.

Shire of Wandering Employee (employee) – permanent employee or a person employed in a contract position for greater than 12 months, and in both cases, employed as full time or part time by the Shire of Wandering. It does not include casual employees or contract employees of less than 12 months.

3. PRINCIPLES

Shire of Wandering employees will be able to access paid leave, in addition to leave entitled under the *Local Government Industry Award 2010* of up to 34 hours per financial year, when attending to an Emergency Management Response as a volunteer from a Recognised Emergency Management Body, where the response is within ordinary hours of work. Note: The hours will not accrue into a new financial year and will not be paid out on termination.

This leave may include where the employee has attended an Emergency Management Response and has not had a sufficient break prior to returning to work as per normal ordinary hours.

The Shire of Wandering employee, before attending the Emergency Management Response, is required to assess the operational needs and customer service impact to the Shire of Wandering before volunteering to attend, and where practical, obtain approval from their supervisor.

The employee will provide to the Shire on an annual basis written notification detailing their membership with a Recognised Emergency Management Body.

A senior office bearer of a Emergency Management Body must provide in writing, proof of attendance of the Shire of Wandering employee at an Emergency Management Response and this must be attached to the leave application form.

Where an employee is part time, the maximum leave of 34 hours is to be pro rata based on their proportion of full time equivalent (FTE). For example, where an employee is 0.5 FTE, they would be entitled to up to 17 hours per financial year.

4. REFERENCES TO RELATED DOCUMENTS

- *Local Government Industry Award 2010*
- *Emergency Management Act 2005*



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[Signature]
Signed

B M WHITELEY.

[Print Name]
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.