



# Policies, Procedures and Guidelines

## LEAVE FOR CIVIL EMERGENCIES POLICY

CSG021

### BACKGROUND

Lachlan Shire Council (LSC) recognises that its workers who are active members of Civil Emergency Services such as the Bushfire Brigade or the State Emergency Service or other similar organisations may be called on from time to time to assist with responding to and assisting people affected by civil emergencies caused by bushfires, storms, floods or other events.

### OBJECTIVE

The objective of this policy is to establish guidelines for granting leave to workers who are active members of voluntary emergency services so they can assist in managing emergencies outside of the Lachlan Shire Area.

### DEFINITION

“Worker” in the context of this policy has the same meaning as that in the Work Health and Safety Act 2011.

### SCOPE

This policy applies to all LSC workers who are volunteer members of recognised emergency response organisations.

The policy does not apply to workers who receive wages from the emergency organisation that they represent nor does it apply to an emergency in a neighbouring shire that has a direct effect on this Council (e.g. a bush fire that threatens properties in this Shire).

Civil emergencies leave to be approved by the General Manager.

### POLICY

Workers who are volunteers in a recognised emergency response organisation will be granted two (2) days paid leave per annum when there is a declared emergency outside of this Shire so that they can assist in managing the emergency.

Leave beyond this period may be taken from the employees other leave entitlements. Leave without pay will not be granted.

LSC may choose not to grant this leave if an employee’s absence will cause exceptional inconvenience or hardship in the workplace or will jeopardise the safety or security of LSC operations, other employees or the public.

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

<b>Further Information:</b> Lachlan Shire Council ☎ 02 68951900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>				<b>Page 1 of 2</b>
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A recognised emergency is where there is some kind of independent or official notification (e.g. Government declared disaster or Rural Fires Act 1997 s82).

### GENERAL MANAGER

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<b>Further Information:</b> Manager People & Organisational Management ☎ 211 ✉ Email: <a href="mailto:hr@lachlan.nsw.gov.au">hr@lachlan.nsw.gov.au</a>				<b>Page 2 of 2</b>
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