



# Policies, Procedures and Guidelines

## DOMESTIC AND FAMILY VIOLENCE POLICY

CSG064

### BACKGROUND

A significant number of people experience the unfortunate effects of domestic and family violence. It has a negative impact on individuals, families, workplaces and communities and results in 125,000 reported incidents a year in NSW. A further 300,000 incidents are estimated to go unreported each year.

### OBJECTIVE

Lachlan Shire Council (LSC) is committed to providing a supportive and safe work environment where domestic and family violence is not tolerated; victims are identified early; and perpetrators stop using violence.

### SCOPE

This policy covers all workers of LSC.

### DEFINITIONS

**“Family and Domestic Violence”** includes physical, sexual, psychological, emotional and verbal abuse. These various forms of abuse often occur simultaneously. They involve violent, abusive or intimidating behaviour carried out by a person against a partner or family member to control and dominate that person and causes physical and/or psychological harm. It can also take the form of economic abuse, harassment and/or stalking and affect the family’s social and financial wellbeing.

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

### POLICY

#### Support for Victims of Family and Domestic Violence

Workers who require assistance or advice in the workplace may contact their supervisor or the Manager – People and Organisational Development in order to discuss their particular circumstances and requests for assistance. A worker may also ask another worker or family member to seek assistance on their behalf.

Workers are entitled to request flexible working arrangements in accordance with Award and other Council policy provisions to assist them in managing and resolving family violence situations.

All workers are entitled to seek counselling assistance utilising Council’s Employee Assistance Program.

Council will ensure that personal information it holds concerning family violence is kept confidential and that it supports a safe workplace for workers who are victims of family violence by changing their work email address, phone number or work location if needed.

<b>Further Information:</b> Lachlan Shire Council ☎ 026895 1900 ✉ Email: council@lachlan.nsw.gov.au				<b>Page 1 of 2</b>
<b>Version:</b> 1.0	<b>Commencement Date:</b> October 2015	<b>Last Review Date:</b> 21 October 2015	<b>Next Review Date:</b> October 2017	<b>TRIM No. D15/13808</b>

## Leave Provisions

Award leave entitlements may be used by workers experiencing family violence.

Council may grant up to 3 days special leave on full pay per calendar year to be used for absences from the workplace to attend to matters arising from family violence situations.

Prior to approving special leave, Council must be satisfied that family violence has occurred and may require proof in the form of a document issued by the Police Force, a court, a doctor, a Family Violence Support Service or lawyer.

## Worker Who Commit Acts or Threats of Family Violence

Any worker, who threatens, harasses or abuses a family or household member at, or from, the workplace or during work time could be subject to disciplinary action. This may include termination of employment. This includes workers who use workplace resources such as phones, fax machines, email, mail or other means to threaten, harass or abuse a family or household member.

Some job positions may give a worker access to certain types of information or resources. If a worker uses this access to knowingly enable a perpetrator to harm a victim, that worker could be subject to disciplinary action. This may include termination of employment.

## RELATED DOCUMENTS

NSW Auditor General's Report, Performance Audit: Responding to domestic and family violence, November 2011.

NSW Government – It Stops Here – Standing together to end domestic and family violence in NSW, February 2014.

## GENERAL MANAGER

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<b>Further Information:</b> Lachlan Shire Council ☎ 0268951900 ✉ Email: council@lachlan.nsw.gov.au				<b>Page 2 of 2</b>
<b>Version:</b> 4.0	<b>Commencement Date:</b> October 2015	<b>Last Review Date:</b> 21 October 2015	<b>Next Review Date:</b> October 2017	<b>TRIM No. D15/13808</b>