

# LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER

Policy No. 1.27

**POLICY TITLE:** CIVIL EMERGENCY LEAVE

**File Reference No:** B.30/S.99/S.52  
**Date Adopted:** 19<sup>th</sup> February, 2003  
**Minute No:** 8289  
**Last Updated:** 24<sup>th</sup> June, 2004

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## **OBJECTIVE**

This policy provides guidelines for granting leave to employees who are active volunteer members of Liverpool Plains Shire NSW Rural Fire Service Brigades or of the Quirindi State Emergency Service so that they can fight bushfires or help in other recognised emergencies as defined by Liverpool Plains Shire Council's "Liverpool Plains Area Local Displan" and the *State Emergency and Rescue Management Act 1989*.

**POLICY STATEMENT****PROCEDURES**

Employees who are active volunteer members of a Liverpool Plains Shire NSW Rural Fire Service Brigade or the State Emergency Service are required to complete the Liverpool Plains Shire Civil Emergency Consent Form. This form entitles the employee to apply for leave for an emergency or bushfire.

**Granting of Leave with Pay**

Employees who are volunteer members of a Liverpool Plains Shire Rural Fire Brigade or the Quirindi State Emergency Service will be granted leave with ordinary rates of pay when there is a recognised emergency so that they can help fight fires or carry out search, rescue or support operations within the Shire and Bushfire Zone.

Employees are to request permission from the Director of their Department through their immediate work supervisor before commencing civil emergency leave.

Council may choose to refuse to grant leave with or without pay if any 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.

Leave with pay will not be granted where an organization pays a remuneration for duty.

**Return to Work**

Council may require an employee who has taken ill or is unfit to return to work whilst on civil emergency leave to provide a Return to Work Certificate from a medical practitioner.

Upon completion of the civil emergency leave, the employee is to resume work if the leave is completed during normal working hours. The only variance is when the employee has served a continuous period of over eight (8) hours civil emergency leave during normal working hours.

The employee is required to provide proof of the commencement and finishing of the civil emergency leave from a supervisor of the volunteer organization before payment of wages can be authorised.

When the employee has been on civil emergency leave for a continuous period of over four (4) hours, outside normal working hours, there is to be a compulsory break of ten (10) hours between the civil emergency leave and recommencement of work. Where the break overlaps the employee's ordinary hours of work, the expense is to be incurred by the Council.

**Secondment**

Where an employee is seconded by another Government Authority to perform official duties in association with a natural disaster, the Council will pay that employee their ordinary day's salary and seek cost recovery.

Where actual costs incurred are over and above this amount, Council will meet these costs only where the seconding authority has guaranteed to meet the full cost of any additional payments.



**CIVIL EMERGENCY LEAVE FORM**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**EMERGENCY SERVICE DETAILS**

NAME OF EMERGENCY SERVICE	
PERIOD OF MEMBERSHIP	
PLACE OF EMERGENCY	
CONTACT PHONE NUMBER	
SUPERVISOR	

I, \_\_\_\_\_ being the Fire Control Officer/Controller hereby certify that the abovementioned is an active member of this organisation.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>PERIOD OF LEAVE</b>	
Commencing _____	Ceasing _____
No. of Days _____	

**APPROVAL**

Annual Leave Available

Approved: \_\_\_\_\_

Director.

Date.