

## POLICY NO LG08 EMPLOYEES – VOLUNTARY EMERGENCY SERVICES POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Human Resources Manager
<b>LINK TO STRATEGIC PLAN:</b>	Promote Council as Employer of Choice
<b>STATUTORY AUTHORITY:</b>	N/A
<b>OBJECTIVE:</b>	The Break O'Day Council recognizes the vital role played by volunteer emergency workers.
<b>POLICY INFORMATION:</b>	Adopted 25 June 2012 – Minute No 06/12.15.7.168 Amended 28 January 2013 – Minute No 01/13.15.9.36 Amended 20 April 2015 – Minute No 04/15.11.10.93 Amended 20 March 2017 – Minute No 03/17.16.3.74

### POLICY

The Break O'Day Council supports participation by its employees in the Tasmanian Fire Service, Ambulance Service and State Emergency Service and any Council employees who are voluntary members (ie not paid/retained by that Service) of any of these Services will be permitted to attend local emergency callouts during working hours without loss of ordinary hours of pay. In general terms, a 'local' call out is one where the volunteer is not required to leave the immediate area to attend an emergency.

Where a volunteer seeks leave to attend a non-local emergency (eg within the State), approval will be given without loss of ordinary hours of pay, however negotiation will be required between the employee and their supervisor in consultation with the General Manager in respect of each separate occasion.

Where the employee's attendance at an emergency event is of such duration that it triggers a rest requirement, payment or leave options for this time will also be negotiated on a case-by-case basis. Where a volunteer seeks leave to attend a non-local emergency (eg Interstate emergency), paid leave will be at the discretion of the General Manager and absence from work (either paid or non-paid) to be negotiated between the employee and their supervisor in consultation with the General Manager in respect of each separate occasion.

In cases where leave is not paid, an employee will be entitled to utilise RDO's (Rostered Days Off), TOIL (Time Off in Lieu), annual leave provisions or long service leave provisions.

Employees must not include themselves on any volunteer rostering arrangement during their scheduled working hours.

Volunteer emergency service workers must not leave a worksite in an unsafe condition and must advise their supervisor of the need to leave work to attend an emergency.

Volunteers must advise Council of their membership of a local emergency service organisation upon commencement of this policy or upon their commencement with the volunteer organisation or upon their commencement of employment with Council.

## **MONITORING AND REVIEW**

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.