

Policy No:	133
Policy Title:	Emergency Service & Defence Force Reserve Leave
Section Responsible:	Corporate & Community Service (Human Resources)
Minute No:	2554
Review Date:	30th June, 2012

Purpose

Greater Hume Shire recognises that some employees voluntarily contribute their time to organisations that benefit the community in the event of an emergency or national defence. In an effort to support these employees, leave, either unpaid or accumulated, may be granted in certain circumstances.

Whilst every effort will be made to support requests for leave, there may be instances where the request may not be granted. This may include instances where the 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.

Scope

This policy applies to employees who are members of the following organisations:

- NSW Rural Fire Brigade
- State Emergency Service
- NSW Rural Fire Brigade
- Country Fire Authority
- Volunteer Search & Rescue Organisations
- Defence Force Reserve

Definition

Emergency Services – include, but are not limited to NSW Bush Fire Brigade, NSW Fire Brigade, Country Fire Authority, State Emergency Service and other Search & Rescue Organisations.

Emergency/Incident – an unforeseen situation that requires attendance by Emergency Services in order to protect lives, property or assets.

Emergency Service & Defence Force Reserve Leave Policy

References

- **Legislation:**

- Defence Reserve Service (Protection Act) 2001
- Local Government State Award 2010
- Defence Act 1903
- State Emergency & Rescue Management Act 1989

- **Policy**

Greater Hume Shire – Code of Conduct

- **Procedure**

Greater Hume Shire – Procedure Emergency Service & Defence Force Reserve Leave

Right to vary or revoke

Greater Hume Shire Council reserves the right to vary or revoke this policy at any time in consultation with relevant parties.

POLICY DOCUMENT CONTROL

GHS Emergency Service & Defence Force Reserve Leave Policy	First adopted	15Dec10 Min2554
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