



POLICY

EMERGENCY MANAGEMENT RESPONSE LEAVE FOR CITY OF KWINANA EMPLOYEES



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To provide additional leave to City of Kwinana employees who volunteer with a City of Kwinana Recognised Emergency Management Body and attend an Emergency Management Response within the district of the City of Kwinana

Adopted:	22/04/2015 #439
Last reviewed:	n/a
Legal Authority	Local Government Act Section 2.7 – The Role of Council

Policy:

Definitions:

Emergency Management Response – As per section 3 of the Emergency Management Act 2005 it includes combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

City of Kwinana Recognised Emergency Management Body – a body that is located within the City of Kwinana and has a role or function under State or Local Government Emergency Plans or arrangements for dealing with emergencies/natural disasters, fire fighting, civil defence or rescues, or any other body whose predominant purpose is responding to an emergency or natural disaster.

City of Kwinana Employee (employee) – permanent employee or a person employed in a contract position for greater than 12 months, and in both cases, employed as full time or part time by the City of Kwinana. It does not include casual employees or contract employees of less than 12 months.

Application:

City of Kwinana employees will be able to access paid leave, in addition to leave entitled under the City of Kwinana's Enterprise Bargaining Agreement of up to 34 hours per financial year, when attending to an Emergency Management Response as a volunteer from a City of Kwinana Recognised Emergency Management Body, where the response is within the City of Kwinana district and within ordinary hours of work. Note: The hours will not accrue into a new financial year and will not be paid out on termination.

This leave may include where the employee has attended an Emergency Management Response and has not had a sufficient break prior to returning to work as per normal ordinary hours.

The City of Kwinana employee, before attending the Emergency Management Response, is required to assess the operational needs and customer service impact to the City of Kwinana before volunteering to attend, and where practical, obtain approval from their supervisor.

The employee will provide to the City on an annual basis written notification detailing their membership with a City of Kwinana Recognised Emergency Management Body.

A senior office bearer of the City of Kwinana Emergency Management Body must provide in writing, proof of attendance of the City of Kwinana employee at an Emergency Management Response and this must be attached to the leave application form.

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Where an employee is part time, the maximum leave of 34 hours is to be pro rata based on their proportion of full time equivalent (FTE). For example, where an employee is 0.5FTE, they would be entitled to up to 17 hours per financial year.

The Policy does not include:

1. City of Kwinana employees who are volunteers at an Recognised Emergency Management Body outside of the City of Kwinana.
2. City of Kwinana employees responding to an Emergency Management Response outside the district of the City of Kwinana, even if requested by a Recognised Emergency Management Body operating within the City of Kwinana. Note: In accordance with the Emergency Management Act 2005 (EM Act) any employees engaged in carrying out an Emergency Management Response in connection with an Emergency Situation Declaration will be entitled to be paid Community Services Leave by their employer as per Section 92(2) of the EM Act.