



VOLUNTEER EMERGENCY SERVICE / DEFENCE RESERVIST LEAVE POLICY

POLICY OBJECTIVE

To acknowledge that employees of the Shire of Derby/West Kimberley who are members of recognised volunteer service organisations and/or the Defence Force are able to access a reasonable amount of additional leave for that purpose.

POLICY STATEMENT

It is recognised that the participation of employees in volunteer emergency organisations and/or the Australian Defence Reserve, is a positive and often vital role, particularly in smaller remote communities such as those within the Shire. Employees seeking under this policy must provide certification that they have become members of a recognised volunteer service organisation or the Australian Defence Force.

PROCEDURE

Paid leave of up to seventy-six hours per calendar year will be granted to employees who are members of a bona fide volunteer emergency service organisation (such as SES or Bush Fire Brigade or Australian Defence Force) for the purpose of participating in training or service at the discretion of the Chief Executive Officer. This leave will be in addition to annual leave entitlements.

Service or training in excess of seventy-six hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the availability of back-up staff and the ability of the Shire to continue to provide an adequate level of customer service during the staff member's absence.

Paid or unpaid leave granted under this policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid leave will be treated as leave without pay.

Employees wishing to take leave are to provide reasonable notification to the Shire and have the leave approved by their Director.

Employees granted paid leave under this policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency but not including time in excess of ordinary working hours, weekends or public holidays.

RESPONSIBILITY

Directors are required to approve Volunteer Emergency Services Leave and ensure that appropriate documentation is supplied by the employee.



Shire of Derby / West Kimberley

Policy Details			
Original Adoption date:	30 April 2003	Review Frequency (Annual/Bi-ennial):	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Manager People & Culture	Policy Reviewer:	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	<i>Local Government Act 1995</i>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Indoor Enterprise Agreement Outdoor Enterprise Agreement		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	24 June 2021	Item 11.2 Res. 57/21	
2.	29 June 2023	Item 12.3 Res. 70/23	
3.	27 November 2025	Item 14.1 Res. 46/25	