
COOMALIE COMMUNITY GOVERNMENT COUNCIL



POLICY MANUAL EMPLOYEES

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3.2 WORK HEALTH AND SAFETY

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INTRODUCTION

The Coomalie Community Government Council regards the promotion of sound and effective Work Health and Safety practices as a common objective for the Chief Executive Officer, managers, supervisors, employees, volunteers and contractors.

POLICY STATEMENT

This policy of Coomalie Community Government Council is to ensure that every person works in an environment where direct efforts are made to prevent accidents, injury and disruption to their health from foreseeable work hazards.

Coomalie Community Government Council is committed to providing a safe and healthy workplace for employees, labour hire staff, contractors, sub contractors, visitors and all other persons whose health or safety could be at risk through our work.

We will do this by ensuring:

- **Compliance with relevant legislation**, including the OHS Act and supporting regulations.
- **The implementation of the OHS Management System**, and the plans, policies, procedures and programs necessary to support and implement this policy.
- Coomalie Community Government Council accepts responsibility for implementing and maintaining this OHS Policy and OHS Management System. It will ensure that:
 - We establish **measurable safety performance objectives and targets** and that **we review** these in order to **continuously improve** OHS performance. This shall include **regular workplace inspections** and the prompt **control of identified hazards**.
 - Employees **are trained** on all health and safety matters relevant to their work and **contractors are to be fully aware** of the hazards associated with their work, and **implement appropriate hazard control measures**.
 - **All** managers, supervisors, employees, contractors and other persons are **inducted** into the requirements of the OHS Management System, and will be **held accountable** for enacting their roles and responsibilities as defined in the OHS Management System.

- Effective **employee and contractor consultation** on health and safety matters shall include the two-way communication of relevant information, tool box meetings, reporting and feedback mechanisms.
- **Adequate resources** are provided to enable full implementation of this OHS Policy and OHS Management System. Where Coomalie Community Government Council does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, it will ensure that **advice and guidance are obtained** from competent occupational health and safety professionals.
- This OHS Policy and the OHS Management System are **reviewed annually** to ensure they remain relevant to the organisation.

Employees have a duty of co-operation in the attainment of these objectives by:

- working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions;
- reporting conditions which appear to be unsafe to their supervisor;
- co-operating in the fulfilment of the obligations placed on their employer; and
- assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

All Council employees and contractors are required to comply with this OHS Policy and the OHS Management System at all times.

Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control.

Employees must cooperate with the employer regarding OHS actions taken by the employer to maintain health and safety. In addition, employees shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace.

This OHS Policy shall be posted at all sites.

Council will provide the time and resources necessary to implement this policy and maintain regular reviews to ensure this policy remains relevant to all stakeholders.

3.3 SMOKE FREE WORKPLACE

Policy Number	3.3	Date Commenced	17/09/2013
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INTRODUCTION

- Environmental tobacco smoke (breathing other people’s tobacco smoke), commonly known as *passive smoking or Second Hand Smoke (SHS)*, is harmful to our health and increases our risk of cancers and disease. It can trigger asthma attacks and headaches.
- Northern Territory employers have a duty of care to the health and safety of their employees and of others who may be affected by acts in the workplace.
- Employees also have a duty of care to act safely and maintain a safe environment.
- The Council has a responsibility to ensure a smoke free environment at community venues and functions where the community may gather or attend at organised events.
- This Policy is not an anti-smoking campaign, but rather it informs where and when smoking may occur within this organisation and the greater community.

Coomalie Community Government Council aims to achieve smoke free workplaces and Council controlled Community Areas to protect all workers, clients, visitors from the effects of environmental tobacco smoke.

- Protect the health of all employees, clients, visitors, and members of the community.
- Create community awareness to the dangers of Second Hand Smoke (SHS).
- De-normalise smoking in the workplace and the community
- Reduce the number of smoking breaks that staff take at work.

POLICY STATEMENT

(A) Workplace

1. Smoking will be banned in all indoor workplace areas including vehicles and all outdoor areas other than those areas designated as smoking areas under this policy

Smoking will be allowed in the following designated outdoor areas only:

- Area one is located towards the front, left corner of the Council Office fenced boundary and is clearly marked.
 - Area two is located at the back of the Council Office fenced boundary opposite the outdoor works crew meeting area and is clearly marked.
2. This policy applies to all staff, visitors and clients while on the premises Coomalie Community Government Council.
 3. The responsibility for enforcing the policy rests with the CEO, managers and supervisors of Coomalie Community Government Council and their nominated parties.

(B) Council Controlled Community Areas

1. Smoking will be banned in outdoor areas under the control of the Council other than those areas designated as smoking areas under this Policy

Non smoking, Council controlled areas are listed below:

- Bruce Jones Community Centre
- Batchelor Swimming Pool
- Batchelor and Adelaide River Ovals and Surrounds
- Rum Jungle Bowls Club
- Adelaide River Access Shed
- Batchelor and Adelaide River public toilets

(a) Assistance to staff that smoke

Professional help, including QUIT smoking advice and information, is available for staff that may require assistance to adapt to the policy.

For further information contact the QUIT line on 137 848

(b) Disciplinary procedures

Staff adherence to the Smoke Free Policy is a condition of employment. Breaches of this policy will lead to disciplinary procedures being applied. Employees who fail to comply with this policy may be liable to a fine under the *Workplace Health and Safety Act 2007* and the *Tobacco Control Act 2002*.

Community members are encouraged to comply with the Smoke Free Policy at community venues to ensure that the general community is not subjected to SHS when attending at these venues. Community members who fail to comply with this policy may be liable to a fine under the *Tobacco Control Act 2002*.

To access further information with regard to developing a Smoke Free Policy, please visit www.smokefree.nt.gov.au

3.4 MEDICAL EXAMINATION

Policy Number	3.4	Date Commenced	20/02/2013
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	February 2019	19/02/2019/016

OBJECTIVE

The purpose of this policy is for the employer to take all reasonable steps to ensure that a new employee has health and fitness satisfactory to the nature of the proposed duties.

POLICY STATEMENT

1. Prior to employment, potential new employees are required to obtain a medical certificate. The certificate is to be in a format suitable to the Chief Executive Officer.
2. If the medical certificate states that the applicant's health and fitness is satisfactory for the proposed duties, then a contract of employment may be entered into.
3. The costs of the medical examination is to be met by Coomalie Community Government Council, but the doctor or medical practice to be used is to be nominated, from time to time by the Coomalie Community Government Council, having regard to price, proximity and past performance.
4. The Coomalie Community Government Council reserves the right to test employees for the influence of drugs and/or alcohol and ensure they meet the Fitness for Work Policy.

3.5 EQUAL EMPLOYMENT OPPORTUNITY

Policy Number	3.5	Date Commenced	20/02/2013
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OBJECTIVE

To recognise the Coomalie Community Government Council's obligations under the Northern Territory Anti-Discrimination Act 1996 (NT).

POLICY STATEMENT

Equal employment opportunity principles apply equally to Councillors and employees.

The principles of equal employment opportunity are:

- promotion of equal employment opportunity based solely on merit to ensure that discrimination does not occur;
- provision of training that is consistent with equal opportunity principles;
- ensuring that all promotional policies and opportunities are directed towards providing equal opportunity to all employees;
- ensuring that all offers of employment are directed to providing equal opportunity;
- refusal to tolerate harassment within the workplace; and
- provision of an enjoyable, challenging, involving, harmonious work environment for all employees where each employee has an opportunity to progress to the extent of their ability.

The Coomalie Community Government Council has an ongoing commitment to raise awareness for the need and desirability of Equal Employment Opportunity practices and to ensure compliance with the requirements of the Equal Opportunity Act.

To ensure that equal employment opportunity practices are implemented, there is a need to establish a management plan which will include provision for:

- establishment and periodic review of consultative committee;
- appointment of grievance officers;
- appropriate training programmes;
- review and monitoring of personnel practices and policies;
- periodic review of the EEO policy; and
- periodic review of all Policies to eliminate any discriminatory practices.

The Coomalie Community Government Council recognises its legal obligations under the Northern Territory Anti-Discrimination Act 1996 (NT) and will actively promote amongst Councillors and employees equal opportunity based solely on merit to ensure that discrimination does not occur on

the grounds of sex, marital status, pregnancy, race, impairment, religious or political convictions, age, family status and responsibility.

All employment training with the Coomalie Community Government Council will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional Policies and opportunities with the Coomalie Community Government Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Coomalie Community Government Council will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

To conform to the Equal Opportunity principles, advertisements will not request information about the applicant which is not relevant to requirements of the position.

For example:

- Applicant gender and gender history;
- Marital status (or other status, or plans);
- Children (or plans to have them);
- Other dependents;
- Childcare arrangements;
- Birthplace, racial or ethnic origin;
- Length of residency in Australia;
- Health/medical status or disability;
- Spouse, or spouse's employment and/or salary;
- Sexual preference;
- Religious beliefs;
- Political beliefs/affiliations;
- A photograph;

The Coomalie Community Government Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

The equal employment opportunity goals of the Coomalie Community Government Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

3.6 EMPLOYEE PERFORMANCE AND DEVELOPMENT

Policy Number	3.6	Date Commenced	20/02/2013
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INTRODUCTION

Coomalie Community Government Council recognises that continuing to focus on the career development of its employees is a beneficial strategy in retaining resources and developing each employee's potential.

OBJECTIVE

To conduct annual staff performance and development reviews as a process to ensure the efficient and effective performance of employees.

Establish guidelines and procedures in order to facilitate ongoing training and development for employees to obtain skills relevant to their position.

POLICY STATEMENT

The key requirements of performance and development reviews are to include but not limited to:

- providing direction, objectives and goals to the employee for the next 12 month period;
- receive regular feedback on what standards are expected of them;
- feedback and praise regarding what they have actually achieved;
- what they can do to improve their job performance;
- have an opportunity to discuss their aspirations for development and progression;
- identifying training needs;
- providing feedback on performance and expectations;
- can be linked to other human resource management systems;
- identifying any new or enhanced skills required;
- discussion into any development and expansion anticipated for the employee; and
- career development planning.

Purpose of the Annual Performance and Mid Cycle Review

The Coomalie Community Government Council is committed to discussing career development, key achievement outcomes and action targets at each employee's annual and mid cycle performance and development review.

Every employee will be given an opportunity to outline their career aspirations at their performance and development review, consistent with the relevant award provisions.

The manager will attempt to provide feedback to the employee regarding possible options available to the employee to assist in their professional development and conduct an evaluation of their progress against the key achievement outcomes and action targets. They will also address any other areas for possible career development following the discussions.

The option for professional development may include but is not limited to multi-skilling, training, study leave assistance and expanding of their current role.

The manager and employee will also discuss whether the development agreement and key achievement outcomes set in the previous year's review have been met and address any associated issues which may be hindering the completion of these objectives.

Incremental Progression

The *Local Government Industry Award 2010* does not provide for incremental step progression during staff performance reviews however the employees annual salary review may wish to be reviewed so that performance is linked with salary increases.

The annual performance and development appraisal will clearly set out:

- the new or enhanced skills required by Council, together with proposed competency levels required where appropriate,
- the training to be undertaken,
- the performance objectives required, and
- the timeframe for completion of the plan.

The aim of the review is to create a meaningful communication process to constructively evaluate performance against the achievement of agreed objectives and identify areas in which further development can take place.

The Chief Executive Officer of the Council is to identify and authorise all training required to develop the employee's skills.

The staff development process shall be designed so it:

- is forward looking, with the purpose of the review being to improve future performance and identify opportunities,
- compares individual performance against agreed achievement objectives and targets,
- involves both the employee and supervisor in discussion; not as a one way judgement process, and
- focuses attention on actions to help development of skills and work environments.

Roles & Responsibilities

The Employee

One of the major aims of the review is to help employees manage their own performance and have meaningful input into how work is undertaken. In doing this, the likelihood is that the Council's goals, and those of the individual, will be achieved.

What the employee can do to ensure success:

- Consider and review the current position description prior to the review discussion and prepare a draft if necessary.
- Review future achievement outcomes. What will the individual or the team achieve?

- Analyse personal performance and identify steps that they think may improve the way the job is completed.
- Assess what skills will be required to perform the job more effectively and those areas in which additional knowledge, skills or assistance is required.
- Communicate with direct supervisor on a regular basis.

The Supervisor

The supervisor is the senior employee who is directly responsible and familiar with the performance of the employee being reviewed. Senior employees are responsible for managing and supervising the performance and development of staff. Supervisors have an ongoing responsibility to review, evaluate and provide regular feedback to staff about their performance. Consultation and discussion is the key to reaching mutual agreement on work outcomes and standards.

To ensure the success of the review process, supervisors should undertake to:

- Maintain open communication with staff that provides feedback as the performance occurs;
- Develop and maintain a good understanding of Councils operational needs, the direction of Council and the Shire Plan;
- Prepare for discussing priorities, agreed achievement outcomes and action targets.
- Develop a detailed knowledge of the Review process;
- Review position descriptions to ensure that they accurately reflect the current positions;
- Facilitate the implementation of the action and training plans;
- Schedule a time for the review discussion allowing sufficient time to prepare and complete forms.

The CEO

The CEO is required to satisfy him/herself that the process has been properly conducted and recorded. The CEO has an overseeing role and is responsible for:

- Monitoring the performance reviews completed to ensure that fair and realistic reviews have been conducted;
- Noting the action and training plans agreed to by the Manager and employee;
- Mediating in the first instance in any dispute between a Manager and an employee regarding the reviews undertaken;
- Acknowledging the completion of the Review process by agreeing and signing the documentation.

The Human Resources Function

The Administration Manager will be required to administer the staff development/performance review process and will be directly responsible for:

- Initiating the Review process approximately 4 weeks prior to the October annual and April mid cycle Reviews;
- Co-ordinating, monitoring and reviewing the operation of the Review process;
- Developing and implementing Council training requirements;
- Assisting with the mediation of any disputes arising from the operation of the Review process.

The Performance and Development Review Process (See Schedule 1 Staff Development Review Form)

Pre-Interview Preparation

Employees (See Schedule 1 Staff Development Review Form)

The Review helps employees to manage their own performance and achievements and have input into the way their workplace is managed. With effort and commitment, employees are able to make the Review a positive and worthwhile process. In doing this, the employee will increase the chance of success in reaching personal goals, creating more opportunities and gaining greater satisfaction from their work.

To achieve the most out of the Review, employees should prepare themselves by considering the following points and using them constructively and effectively to contribute to the discussion:

- Use the worksheet as a guide and record details between the Review discussions.
- Be well equipped for the discussion. You should think what your position requires of you, what you can offer it and what your Manager could do to improve your position.
- Consider areas that you have done well in and those that have been difficult. It is important to work out the reasons why you have or have not done well and what factors have contributed.
- Assess what skills are needed to do your job most effectively. How many of these are you competent at? Which could be developed?
- Consider what your career aspirations and goals are and identify what the training and/or education targets may be to achieve those goals.
- Ensure that you understand and agree with your achievement objectives and your Manager's expectations. Remember that competent performance means you are meeting what is expected of you.
- Allow enough time to consider and complete your Staff Questionnaire Form and seek assistance if it is needed.
- Do not hesitate to prompt or follow up your immediate Manager in relation to agreed actions and commitments.
- Be involved in your own achievement management. Be positive and assertive, offer thoughts, ideas and opinions. Your role is not a passive one.
- Diarise any agreed actions and expected completion dates to ensure that you achieve your part of the agreement.

Managers (See Schedule 2 Operational Outcomes)

Managers are responsible for supervising and managing the achievements and development of their staff. Managers have an ongoing responsibility to appraise, evaluate and provide encouragement as well as providing regular feedback to employees about performance. Supportive employee relations must be a normal part of your daily management style. Failure to provide satisfactory feedback regularly to staff can cause deterioration in their performance and impede development.

It is essential that Managers develop a relationship with employees for easy and honest discussion of performance issues. Consultation and discussion is very important to reaching mutual

agreement. Many Managers and employees find it difficult to discuss performance - this is common and it can be made easier and effective with training and careful preparation.

To get the most out of the Review, consider the following guidelines:

The Forms

The forms are intended to assist the employee and Manager completing the Review to assess performance and set achievement objectives as realistically and objectively as possible. The Forms act as a guideline to conduct the process in a constructive manner.

Manager's Approach

- Be well prepared and determine in advance what is to be covered during the discussion.
- Give consideration to achievement objectives relating to the employee's or team's role in line with Council's operational needs and the Shire Plan.
- Use the worksheet as a guide and record details between the Review discussions.
- Encourage the employees to speak freely, evaluate their progress and identify their own goals.
- Provide balanced feedback; don't concentrate solely on the negatives or the positives of the employee's performance.
- Diarise any agreed action plans and commitments and follow them up with the employee at appropriate times.
- If you have a number of discussions to conduct, space them over a period of time to ensure that you give each employee the benefit of a planned and relaxed approach.

Discussions

The goal of this process is to reach agreement, so during discussions attempt to avoid a conflict of personalities. It is essential to recognise that there may be a number of equally successful methods of doing a job.

- Be a good listener and ask the employee to spell out what they mean.
- Be assertive but not aggressive or defensive. Do not dominate the discussion.
- Focus on the actual performance when making a point, not a manner or personality.

Avoid These Pitfalls

Disciplinary Issues - Should be dealt with as and when they occur, using the appropriate procedures, and not the Review.

Personal bias - Due to the tendency to be more impressed by those who flatter us; or those who are similar in appearance and attitudes; or those whom we rely on to get our work done. One way to overcome this influence is to be aware of our values, motives and biases and to question their effect.

Recent Events - May be given undue attention as these are easier to recall. Remembering significant events, both positive and negative, that occurred during the review period may not be so easy. Noting these events as they occur on the worksheet will be valuable.

Halo Effect - This is the tendency to allow high ability in one work activity to dominate the judgement of all other activities. Conversely, poor achievement in one work activity may lead to others being reviewed harshly. Each work activity should

be judged individually and each employee's area of strength and areas requiring further development noted.

Leniency - The tendency to be lenient may occur for a variety of reasons, for example, to reward employees for effort rather than results or to avoid confronting staff about weaknesses. Leniency undermines the value of the system by not providing accurate feedback to employees on their performance. In the long term, neither the employee, the Manager nor Council benefits.

Harshness - On the other hand, there may be a tendency to be harsh and expect an unrealistic standard from employees. Consider whether your expectations are too high. Do not make direct comparisons between individual employees and positions.

Stereotyping - Care must be exercised to ensure that reviews are not based on traditional occupational stereotypes and that mere assumptions are not made about a person's capacity to develop new skills in non-traditional work areas. Considerable care must be exercised to ensure that assessments are fair, reasonable and comply with the spirit and intent of Council's equal opportunity policies and practices.

Managers Performance

Assess your own performances especially in conducting the Review discussion.

Encourage feedback from the employee about your performance as a Manager.

Effective implementation of the Review and the performance management of your staff is a reflection of your effectiveness as a Manager.

Frequency of Development/Performance Review

Formal performance review discussions should occur annually and mid cycle.

The employee and Manager should put in place a more frequent process for informal discussions. In addition to formal review discussions, Managers have a responsibility to provide regular feedback to staff about their achievement.

The formal Review should not provide any surprises about performance.

Confirmation and Consideration of Agreement (See Schedule 3 Employee Performance Report)

Where an agreement can be reached regarding professional development, the agreement shall be committed to writing within the performance review and signed by all parties concerned.

The Manager is responsible for continually reviewing the agreement to ensure that the requirements of the agreement are being met.

The agreement may be varied at any time at the discretion of Council if the professional development is affecting the operational needs of Council, if the employee does not want to pursue the agreement or if the agreement impracticable.

Any potential development plan shall be made after having regard but not limited to the performance of the employee, the possibility of meeting the agreement based on operational

needs of Council, the attitude of the employee, the study being performed by the employee and the provisions contained within the Training and Development Policy.

All employees shall be given a copy of all professional development agreements once they have been signed by all parties.

The forms generated in the staff development process are private and confidential and must be treated as such by those who have access rights.

Access is restricted to the Chief Executive Officer, the Administration Manager, the relevant Manager, the employee and a representative authorised by the employee.
The original documentation will be held on staff personnel files.

Copies of the documentation will be made as follows:

- A copy of all documents for the employee, as required.
- A copy of the Review and Action Plan for the Manager.
- A copy of the Action Plan for the Administration Manager to prepare Councils annual training plan and budgetary requirements for training.

Induction & Review

During the induction program, the new employee will be provided with a position description outlining the responsibilities expected to be undertaken. At the same time, Managers should be addressing any training needs to be met by the employee to facilitate their settling in and becoming productive as quickly as possible. From the outset, the employee should be advised of what is the minimum required performance standard that must be met and the subsequent rewards or consequences.

Forms

Schedule 1: Staff Development Review Form

The Staff Development Review Form is designed to identify:

- changes to the position;
- responsibilities requiring major time commitment;
- how the role could be improved; and
- how the role may evolve and change.

Schedule 2: Operational Outcomes Form

This section focuses on the operational element of the role:

For the Operations workers the operational outcomes are team based achievements
The Operations Manager and team will agree on the key operational outcomes that the team will achieve during the annual cycle.

For Individuals the Manager and the individual will agree on the key operational outcomes that the employee will achieve during the annual cycle (*refer to requirements of the role in the position description*).

Schedule 3: Employee Performance Report

The Employee Performance Report is designed to identify the employee's performance over the preceding twelve months.

This form may be used with the performance factors as outlined or the employee and the Manager may identify performance factors that are more relevant and specific to the employee and the position.

Schedule 4: Employee Training Action Plan and Training Consolidation Sheet

Employee Training Action Plan and Training Consolidation Sheet is designed to record the agreed actions of the employee and the Manager.

This form will also be used to identify the employee's training needs and how they should be met.

Schedule 5: Employee Probation Review

Employee Probation Review is designed to record any probation reviews which may occur during a probation period of a new employee. Probation Review template sections A, B and C should be completed prior to the review occurring so that these comments can then be discussed during the review.

3.7 EDUCATION AND STUDY ASSISTANCE

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INTRODUCTION

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited organisations and private companies. The pre-requisites for assistance are that the course(s) complement the organisation's goals and strategies and are relevant to the work of the employee.

OBJECTIVE

To encourage studies for employees in courses relevant to their positions and to Council.

POLICY STATEMENT

1. Eligibility for Assistance

To be considered for assistance employees need to satisfy the following criteria at the discretion of the Chief Executive Officer:

- Approved courses shall be such that they will improve employees' qualifications and be appropriate to their current classification or advancement.
- Employment must be of a continuing nature.
- The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in own time, although submissions for time off for repeated subjects without pay or with such time to be made up, will be considered on merit.

2. Time off for Lectures

Employees may be permitted time off with pay up to five (5) hours per week, including travelling time, providing the equivalent period of time attending lectures is incurred in the employee's own time, subject to:

- The number of staff attending courses of study at any one time shall not unduly interfere with work of Council or any one department;
- Study release may, at the Chief Executive Officer's discretion, be waived from time to time under extreme workload conditions; and
- Each officer seeking time off to attend approved study courses will make an application in writing, using the 'Application for Annual Leave/Sick Leave/Other Leave' form, to the Chief Executive Officer who may, subject to the recommendation of the Department Manager, grant or disallow the application.

3. Examination Leave

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

4. Reimbursement of Fees

- An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed, after successful complete of the semester/term up to a maximum of 50% of the course fees.
- Expenditure for books, stationery, equipment, parking and travel are not reimbursed, although such expenses may be eligible deductions for taxation purposes.
- Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational organisation, indicating passes in those subjects.
- The Coomalie Community Government Council's may pay in advance financial support (by way of an allowance) subject to the following conditions:
 - In the event that the employee is unsuccessful in completion of a semester's program or leaves the Coomalie Community Government Council's employment before completion of that semester's study, repayment of financial support given for that semester's study is to be made immediately.

5. Continuity

To continue to qualify for assistance under the Education Policy, employees will need to successfully complete each semester's subjects.

6. Withdrawal of Support for Unsatisfactory Progress

Support may be withdrawn subject to:

- review of semester results;
- behaviour and progress of the employee;
- the educational requirements of the educational organisation; or
- repeated subject failures associated with any study course.

7. Promotion

The successful completion of any approved course shall not necessarily entitle an employee to a higher classification or grading.

8. Accommodation and Meals

Accommodation and meals will not be the responsibility of the Coomalie Community Government Council whilst employees are undertaking a course of study.

9. Responsibility

Each individual staff member is required to ensure that their eligibility for education and study assistance is maintained. The relevant Manager must ensure that this procedure is adhered to.

3.8 STAFF BENEFITS

Policy Number	3.8	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/02/2019/016

OBJECTIVE

To ensure the Council fulfils its statutory requirements as an employer and that the employees of the Council are treated in an equitable, fair and reasonable manner in keeping with the value placed by the Council on attracting, recruiting and retaining well qualified and capable staff.

POLICY STATEMENT

1. Superannuation Contribution

The Coomalie Community Government Council contribution to employee's superannuation will be as per the Superannuation Guarantee Contribution which is currently 9.25%.

2. Use of Council Vehicles by Staff

The use of Coomalie Community Government Council vehicles by staff will be determined by the Chief Executive Officer and as per the employment contract.

3. Staff Telephone Allowance

The Coomalie Community Government Council will provide telephones, fixed and/or mobile, at no cost or subsidised to staff that, in the opinion of the Chief Executive Officer, are able to demonstrate a need for access to such facilities in order to satisfactorily and efficiently undertake their duties. Relevant conditions will be determined by the Chief Executive Officer.

In the case of the Chief Executive Officer, and any other staff engaged on a contract, the provision of telephones are to be negotiated as part of the contractual engagement process and thereafter as part of the annual review process.

On the approval of the Chief Executive Officer a subsidy of \$25.00 per month may be paid to staff that need to access a phone in order to satisfactorily and efficiently undertake their duties but choose to use their personal phone for Council business.

8. Internet Access

The Coomalie Community Government Council will provide internet access at no cost or subsidised to those staff in the opinion of the Chief Executive Officer are able to demonstrate a need for the internet in order to satisfactorily and efficiently undertake their duties. Relevant conditions will be determined by the Chief Executive Officer

3.9 EMPLOYEE CLOTHING ALLOWANCE

Policy Number	3.9	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/02/2019/016

INTRODUCTION

The wearing of uniform clothing is not a compulsory requirement of employment with the Coomalie Community Government Council, however staff are encouraged to have a standard of dress that reflects a professional image to the customer and community. The most advantageous way of achieving this goal is to adopt a suitable clothing design/s and provide an allowance to assist employees in purchasing same on commencement of employment and on a regular basis thereafter.

OBJECTIVE

To assist employees in the purchase of suitable clothing that can be worn during working hours.

POLICY STATEMENT

1. The approved clothing for which the subsidy will apply shall be either:
 - a) BrandIT NT
 - b) Yakka Style Corporation; or
 - c) any other clothing as approved from time to time by the Coomalie Community Government Council.

2. Where employees choose to purchase the approved clothing, the Coomalie Community Government Council will contribute on an annual basis. The contribution will be \$600 initially with an annual allowance of \$400 subject to review of this policy.

3. The amount Council will contribute on an annual basis, to each employee, will be based on the level of employment as follows:

a) Full time - 5 days per week	100% of annual allowance
b) Part time - 2.5 days per week or greater	75% of annual allowance
c) Part time - 2.4 days per week or less	50% of annual allowance

4. Provision of one (1) set of approved clothing will be supplied to casual employees.

5. The purchase of approved clothing will not be sanctioned for new employees until the completion of their probationary period of employment.

6. All clothing supplied by the Coomalie Community Government Council is to have a Council approved logo or Council's name on it.

3.10 PROTECTIVE CLOTHING

Policy Number	3.10	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	August 2023
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number	
		HR Manual Adopted by Council	05/08/03
		Amendment adopted by Council	21/10/03
		Amendment adopted by Council	16/12/08
		Council Resolution 253/11/99	
	February 2019	19/02/2019/016	

INTRODUCTION

The Coomalie Community Government Council is required to provide all staff with some form of protective clothing.

A further aim of the Policy is to establish a dress code which will:

- Prescribe clothing which will be comfortable and acceptable to the majority of workers; and
- Promote a team spirit and personal pride in the workers with respect of their appearance.

OBJECTIVE

To resolve what staff will receive what equipment and of what type and how frequent this equipment is to be issued and where supplies shall be obtained:

POLICY STATEMENT

That the Coomalie Community Government Council provides protective clothing, footwear and equipment in the form described below for permanent staff/fulltime employed. All clothing supplied by the Coomalie Community Government Council is to have a Council approved logo or Council's name on it and be of industrial type clothing (drill type).

Staff will also be supplied with any other equipment deemed necessary for other duties that are required to be performed.

Outdoor employees (except the Pool Supervisor) will receive an initial issue of:

1 pair safety boots up to \$140.00 (subject to review of this policy)

2 pair sock savers

1 hat up to \$90 (subject to review of this policy)

3 pair shorts or long pants - issued annually

3 shirts, long sleeve - issued annually

The **Pool Supervisor** will receive an initial issue of:

3 pair short or long pants - issued annually

3 shirts, long sleeve, orange with "Supervisor" printed on the back. - issued annually

The **Animal Management Officer** will receive an initial issue of:

1 pair khaki overalls with "Dog Catcher" printed on the back. - issued annually

Items which are lost or damaged through the negligence of the employee shall be replaced at the expense of the employee.

2. Time of Issue

- i) All clothing issued annually. Replacement of other items will be on request to the Operations Manager; with the exception of replacement staff whose issue shall be after successful completion of the probation period as stipulated on the contract of employment.
- ii) All staff shall sign an acknowledgement when issued with any article of protective clothing or equipment and shall return that article to the employer when it is no longer required or when employment is terminated.

3. Wearing of Protective Equipment

All staff identified above are required to:

- i) wear the provided protective clothing and footwear at all times whilst in the workplace;
- ii) wear any such protective equipment that is provided (safety vests, ear protectors) or any such other equipment;
- iii) present protective equipment that is damaged or worn to the Operations Manager. If the damage is due to fair wear and tear, the equipment will be replaced at the Council's cost. If the damage is due to negligence, the employee will be charged replacement costs; and
- iv) all staff who work for more than one (1) hour per day in the sun are required to wear long sleeve shirts as a form of protection against skin cancer. Either long trousers or long shorts (*see section 5 below*) may be worn depending on what duties are being carried out.

The basic dress code will apply all year around (exceptions may apply based only upon written medical advice). Failure to wear any such protective equipment provided will result in a letter of warning being issued by the Chief Executive Officer.

Work procedures where **long trousers** must be worn include:

- mechanical repairs, fitting and welding;
- operating of brush cutters, concrete/bitumen saws and chainsaws;
- handling of bitumen products;
- handling of chemicals, i.e. pesticides and herbicides; and
- other tasks where supervisors deem long trousers for safety reasons must be worn.

Long shorts may be worn all year round except when duties require long trousers to be worn.

7. Use of Sunscreen Cream

Staff working outdoors shall apply approved supplied sunscreen to the unprotected areas of their body. All outside workers will be supplied with sunscreen cream, which shall be applied to their uncovered skin in accordance with the manufacturers directions.

In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type.

It is recommended that sunscreen be used on the face, neck, ears and backs of hands all year round.

8. High Visibility Clothing

Because of the requirements for Coomalie Community Government Council to be easily seen by vehicle users, high visibility clothing must be worn by workers while within the Road Reserve or near vehicle access ways, working with or near mobile machinery or equipment.

The use of an overlay garment, in the form of a vest, including reflective tabs is supplied. Should over garments (e.g. jumpers and parkas) be needed, then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

7. Non Permanent Staff

All annual contractors, casual, temporary, part time staff and work experience persons shall comply in full with this Policy. It will be the intention of the Coomalie Community Government Council to incorporate in future contractual documentation with contractors the right to terminate contractual arrangements for non compliance with this Policy. It is the responsibility of supervisors to enforce that non permanent staff have provided their own basic clothes/equipment to carry out their work.

Supervisors are responsible to ensure that part time employees have appropriate work wear e.g. safety boots

8. Consultation

The Coomalie Community Government Council realises that the type of protective clothing worn in the field is of considerable importance to “outside” workers and hence workers or their representatives, will be consulted with respect to changes in style and fabric of clothing as issued.

Wherever practicable, the Coomalie Community Government Council having adopted a protective clothing Policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force, complies with the Coomalie Community Government Council duty of care with respect to NT WorkSafe Safety Standards, and is cost effective and meets with the Coomalie Community Government Council professional image.

9. Education

The Coomalie Community Government Council will conduct annual educational awareness programs for outside workers on the needs for protection against the dangers of UV Rays from sunlight and other work practices requiring specialised safety equipment and work procedures.

10. Enforcement

All outdoor employees covered by this Policy shall comply with the conditions of the Policy. Failure to adhere to the conditions of the Policy will result in the formal disciplinary measures. In some circumstances, failure to adhere to the conditions of the Policy may result in termination of employment.

11. Development

Senior Staff will endeavour at all times to make itself aware of new technology and equipment and provide staff, where possible, with the most recent developments in protective equipment.

3.11 STAFF LEAVE AND ACTING CEO APPOINTMENT

Policy Number	3.11	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date	16/07/2019	Next Scheduled Review Date	June 2023
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number	
		HR Manual Adopted by Council	05/08/03
		Amendment adopted by Council	21/10/03
		Amendment adopted by Council	16/12/08
		Resolution of Council 05/01/02 Employees are not to accumulate more than two years entitlement of annual leave.	
	21/11/2018	Amendment Adopted by Council	21/11/18
	19/12/2018	Amendment Adopted by Council	19/12/18
	16/07/2019	16/07/2019/010	

OBJECTIVE

The Council will comply with all minimum leave standards of the Local Government Act 2010 and the National Employment Standards (NES). The Council takes seriously its obligation to ensure that all employees are able to take leave as required throughout the year. The Council will try at all times to meet any reasonable requests for leave, you should however remember that you are working as part of a team, consideration for your co-workers and any existing responsibilities is essential.

To determine a delegate when the Chief Executive Officer is on annual or other leave.

POLICY STATEMENT

1. LEAVE ENTITLEMENTS

Prior to the commencement of any leave employees must submit a leave application form and obtain written approval from their supervisor or manager. The only exception to this rule is in the event of illness, sickness or special circumstances. On immediate return from such leave employees must complete a leave application form and submit it to their supervisor or manager for approval.

1.1 Annual Leave

If you are employed on a full-time basis you will be entitled to four weeks (20 days) annual leave or as specified in your employment contract.

- Annual leave may be accrued for a period not exceeding two year's entitlement. Payment of leave is based on the normal pay rate as agreed in your letter of employment or contract plus leave loading of 17.5%.

- You must fill out an application for leave form if you are requesting time off. This form must be signed and approved by your supervisor and lodged with the pay officer no less than 14 days before the requested leave date.

1.2 Personal/carer's leave

The term "personal/carer's leave" covers both sick leave and carer's leave. Annual entitlement for full time staff is 10 days on full pay.

- If you are unable to work due to illness or injury (sick leave) or you need to provide care or support to a member of your immediate family or household because of personal injury or unexpected emergency affecting the member (carer's leave) it is important that you telephone your supervisor within one hour of your normal commencement time, advising of the reason for leave and the day you believe you will return to work.
- Full time and casual staff are entitled to 2 days unpaid carer's leave for each occasion.
- On return to work you will be required to complete a leave form and give it to the pay officer to ensure you are paid any personal leave to which that you are entitled.
- All employees will be required to present a doctor's certificate, stating the nature of the illness, for periods of more than two days or following public holidays.

1.3 Long service leave

Long service leave will be in accordance with the Long Service Leave Act of the Northern Territory as amended from time to time.

All employees, including casual employees, who have been employed for a continuous period of 10 years will be entitled to take long service leave for a period equal to 1.3 weeks for each completed year of that 10 years continuous service.

Where an employee has completed a period of 10 years of continuous service, the employee becomes entitled to take long service leave on the completion of each subsequent 5 years continuous service for a period of 1.3 weeks for each completed year of that five (5) years continuous service.

Periods of long service leave, and periods of unpaid leave do not count as service for the purposes of accruing long service leave. Where a public holiday occurs during a period of long service leave, the public holiday shall be deemed to be part of the long service leave, and the period of leave shall not be increased because of the public holiday.

Where an employee has been employed for a continuous period of less than 10 years but not less than seven (7) years, their pro-rata entitlement to long service leave will be paid on termination of employment if:

- The employee has reached retirement age;
- The employer terminates the employee (unless due to serious misconduct);
- The employee terminates due to illness, incapacity, or domestic or other pressing necessity of such a nature as to justify so ceasing to be an employee.

Long service leave cannot be cashed-out

Generally, the time for using leave is by mutual agreement between the employer and employee. However, the employer can require the employee to take their long service leave entitlement provided the employee is given two (2) months' notice.

Leave should be taken as a single continuous period unless agreed by the employee and employer, in which case it cannot be taken in more than three (3) separate periods of not less than 4 weeks each.

Long service leave portability

Coomalie Council will comply with Section 109 of the Local Government Act, which enables a person to elect to transfer their accrued and accruing rights to long service leave, where they have left one eligible employer, and, within a three month period, commenced employment with another eligible employer. For these purposes, an eligible employer is:

- A council for an area within the Northern Territory;
- A local government subsidiary formed with the Minister's approval under the Local Government Act; and
- LGANT

On commencement of employment with Coomalie Council the new employee will receive a "Transfer of long service leave from previous employer" form to complete and return to the Accounts Officer for processing. If a completed form is not received within 28 days of the commencement date, the Local Government Act provides that you will be considered to have decided not to elect to transfer any accrued and accruing rights to long service leave.

1.4 Parental leave

Employees including casuals are entitled to up to 52 weeks unpaid parental leave (maternity or adoption leave) after completing 12 months continuous service or in the case of a casual employee have been employed on a regular and systematic basis for a sequence of periods over at least 12 months.

- It is requested that any employee wishing to take parental leave inform their supervisor not less than 12 weeks prior to the birth or adoption of the baby as soon as practicable.
- After parental leave has been taken, the employee will be able to return to their former position. If, however, for some reason, this position no longer exists, the employee will be given a position as close to their previous position as possible. The Council may replace the employee on parental leave whilst absent.
- Any intentions of return should be sent at least 28 days prior to re-commencement.

1.5 Compassionate leave

All employees are entitled to 2 days compassionate leave to spend time with a member of their immediate family or household who has sustained a life threatening illness or injury. Compassionate leave may also be taken after the death of a member of the employee's immediate family or household. All staff other than casuals will be paid at the employee's base rate for the period of leave.

1.6 Jury and witness duty

If it is necessary for you to attend for jury duty you will be required to supply documentation to your supervisor. The Council will pay the difference between any monies you receive for jury service and your ordinary salary. There will be no compensation where jury duty occurs over a weekend or any other such day where you are not normally paid.

1.7 Leave to deal with Family and Domestic Violence

This leave applies to all employees, including casuals. An employee is entitled to 5 days' unpaid leave to deal with family and domestic violence. The leave is available in full at the start of each 12 month period of the employee's employment; and the leave does not accumulate from year to year.

An employee may take unpaid leave to deal with family and domestic violence if the employee: is experiencing family and domestic violence; and needs to do something to deal with the impact of the family and domestic violence and it is impractical for the employee to do that thing outside their ordinary hours of work.

- **family and domestic violence** means violent, threatening or other abusive behaviour by a family member of an employee that seeks to coerce or control the employee and that causes them harm or to be fearful.

- **family member** means:

(i) a spouse (or former), de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or

(ii) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee; or

(iii) a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

- A period of leave to deal with family and domestic violence may be less than a day by agreement between the employee and the employer.
- The employer and employee may agree that the employee may take more than 5 days' unpaid leave to deal with family and domestic violence.
- The reasons for which an employee may take leave include making arrangements for their safety or the safety of a family member (including relocation), attending urgent court hearings, or accessing police services.
- The time an employee is on unpaid leave to deal with family and domestic violence does not count as service but does not break the employee's continuity of service.

Notice

An employee must give their employer notice of the taking of leave by the employee under clause 30 of the LG Act. The notice:

- (i) must be given to the employer as soon as practicable (which may be a time after the leave has started); and
- (ii) must advise the employer of the period, or expected period, of the leave.

Evidence

An employee who has given their employer notice of the taking of leave under clause 30 of the LG Act must, if required by the employer, give the employer evidence that would satisfy a reasonable person that the leave is taken for the purpose of Family and Domestic Violence.

- Depending on the circumstances such evidence may include a document issued by the police service, a court or a family violence support service, or a statutory declaration.
- Employers must take steps to ensure information concerning any notice an employee has given, or evidence an employee has provided is treated confidentially, as far as it is reasonably practicable to do so.
- Nothing in clause 30 of the LG Act prevents an employer from disclosing information provided by an employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the employee or another person.
- Information concerning an employee's experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the employee. Employers should consult with such employees regarding the handling of this information.

2. CEO LEAVE AND APPOINTMENT

2.1 Senior Officers

The Councils senior officers are the Chief Executive Officer, Operations Manager, Senior Administration Officer and the Accounts Officer / Senior Finance Officer.

2.2 Acting Chief Executive Officer

Where the Chief Executive Officer is on leave or otherwise absent from the area for more than three consecutive days, without access to email or phone contact, a senior officer shall be appointed by the Chief

Executive Officer to act in the position in his/her absence. In accordance with the LG Act if the CEO is absent or unavailable to carry out official duties:

- (a) the Deputy CEO, if there is a Deputy who is available to act, acts as CEO; and
- (b) if there is no Deputy CEO, or the Deputy is absent or unavailable to act, a person nominated by the CEO to act in that situation acts as CEO.

2.3 Notifying Council

The CEO shall notify the President of the council of a nomination made by the CEO under subsection (2)(b) of the LG Act.

Leave by the CEO is to be taken at a time, or during periods that are approved by the president.

3.12 STAFF VEHICLE USE

Policy Number	3.12	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		Resolution of Council 11/05/03
		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
	February 2019	19/02/2019/016

OBJECTIVE

To clarify the conditions of use for the Coomalie Community Government Council supplied vehicles by staff and Councillors and to ensure that the vehicles are also available for staff and Councillors' use during normal business hours.

POLICY STATEMENT

Definitions

"Fully Maintained" means that the Coomalie Community Government Council meets all cost associated with the operation of the vehicle during all approved use with the exception of fuel used for private use, unless the Officer's contract of employment states otherwise. This includes the cost of licensing, insurance, fuels and oils, tyres and servicing by an authorised service centre.

"Coomalie Community Government Council Supplied" means a vehicle either purchased by or leased by the Coomalie Community Government Council.

Types of Use

The Coomalie Community Government Council will provide vehicles to various employees as negotiated under the following categories:

"Unrestricted Private Use" means a fully maintained, Coomalie Community Government Council supplied vehicle allocated for use by an officer, the spouse or partner, for private purposes outside of working hours including periods of approved leave (*except leave without pay*).

"Incidental Private Use" means a fully maintained, Coomalie Community Government Council supplied vehicle allocated for use by an officer, for private purposes outside working hours including periods of approved leave (*except leave without pay*).

"Commuter Use" means the use of a fully maintained Coomalie Community Government Council supplied vehicle for the purpose of commuting between the officer's place of employment and residence.

Standard Conditions of Use

1. The authorised Officer is responsible for ensuring that the vehicle is kept in a clean and tidy condition at all times. The cost of washing and vacuuming the motor vehicle will be met by the Officer.
2. The vehicle is to be regularly serviced.
3. Maximum speeds for Council vehicles are as per the road rules. The Council trucks and vehicles towing trailers are restricted to 110 km/ph. Tractors and mowers have limits to be determined by the Operations Manager. The Council bus is restricted to 100 km/ph.
4. Fuel purchased by cash or personal credit card cannot be reimbursed unless the vehicle is on official business outside of the Coomalie Shire.
5. The Officer, whilst the vehicle is being driven by that Officer, their spouse or partner, accepts responsibility for any insurance excess incurred should the vehicle be damaged when used for private purposes.
6. The Officer/Councillor, whilst the vehicle is being driven by that Officer/Councillor, their spouse or partner, accepts responsibility for any vehicle damage if the Shire's insurer rejects liability on the grounds of the driver not complying with "ANY CONDITION CONTAINED WITHIN" the insurance policy.
7. The Officer/Councillor, whilst the vehicle is being driven by that Officer/Councillor, or their spouse or partner, will be responsible for any traffic infringements or parking fine received.
8. The vehicle is to be stored off the street, secure (*locked*) and where possible, under cover.
9. During office hours, the vehicle is to be available for staff to utilise for business purposes, and, by arrangement with the officer, for Councillors to use for official business, unless the officer's negotiated salary package specifically states otherwise.
10. During periods of leave that exceeds two (2) days, the vehicle is to be assigned to another staff member for use, as determined by the Chief Executive Officer, unless the Officer's Contract of Employment states otherwise.
11. Officers not entitled to use of the vehicle on Annual Leave in excess of two (2) days are required to relinquish the vehicle at the conclusion of their final working day prior to going on leave and collect it on the morning of their first working after the conclusion of their leave.
12. The responsible Officer must provide fuel receipts which were paid for personally, by that Officer as soon as possible to the Accountant for reimbursement and by the 10 April of each year to verify contributions made by that Officer for Fringe Benefit Tax (*FBT*) purposes.
13. The officer allocated a Coomalie Community Government Council vehicle, will ensure that the first aid kit and fire extinguisher supplied with the vehicle is kept fully serviceable at all times.
14. Smoking is **not** permitted in any Coomalie Community Government Council vehicle under any circumstances.

Breach of Conditions of Use

If the Officer responsible for the vehicle fails to meet any of the conditions of use, the Chief Executive Officer may, after considering the seriousness of the non-compliance, withdraw the use

of the vehicle for other than work related activities for a period considered appropriate by the Chief Executive Officer.

Any such action shall be notified in writing to the officer and a copy placed on the Officer's personnel file.

3.13 STAFF TRAINING

Policy Number	3.13	Date Commenced	20/02/2013
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Review Timeframe	4 years		
Last Review Date	June, 2017	Next Scheduled Review Date	June, 2021
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		20/06/2017/013 reviewed and adopted

OBJECTIVE

To establish the basis upon which the Coomalie Community Government Council will provide the opportunity for staff training and development.

The Coomalie Community Government Council workforce is its most important resource necessary for the achievement of the Council's objectives and the skills of the workforce are of the most fundamental significance.

POLICY STATEMENT

The Coomalie Community Government Council has adopted the following as its policy on staff training:

1. The Chief Executive Officer is to organise labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
2. (a) Education (being the acquisition of general tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude the Coomalie Community Government Council from assisting an employee (e.g. study leave) but such assistance shall be in accordance with policy 9.7.
(b) Training (being an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or provide for future progression) is the joint responsibility of the Coomalie Community Government Council and the employee.
3. The Coomalie Community Government Council recognises the need for attention to and investment in staff training and authorises the allocation on each year's budget of amounts totalling at least 1.5% of the Coomalie Community Government Councils gross payroll towards staff training.
4. The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.

5. Funds allocated by the Coomalie Community Government Council for staff training may be directed towards any “training expenditure” and without limiting the generality of this Clause, may include:
 - (a) Cost of salaries, registration fees, travelling and accommodation involved in attending training courses and where appropriate seminars or conferences.
 - (b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal training courses and on the job side by side training.
 - (c) Purchase of videos, books and other appropriate training aids.
 - (d) Other appropriate training initiatives at the Chief Executive Officer’s discretion.

6. As a general guide the Council’s preferences for staff training activities are:
 - (a) utilisation of any local courses;
 - (b) co-ordination with other local training exercises (eg with local businesses and with Government Departments);
 - (c) in-house training activities; and
 - (d) training delivered by the Local Government Association NT (LGANT)

3.14 POLICE CLEARANCE FOR STAFF

Policy Number	3.14	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/02/2019/016

INTRODUCTION

The Coomalie Community Government Council believes that all organisations providing services to youth, children, the disabled and the elderly have a responsibility to ensure that the rights of programs participants and users are adequately protected and that activities are conducted in a safe and healthy environment.

OBJECTIVE

To set out the issues relating to the procedure for all staff to have a Police Clearance and Working with Children Check.

POLICY STATEMENT

The requirement to undergo a Criminal History Check and Working with Children Clearance will be indicated on all Position Descriptions.

Criminal History Check and Working with Children Clearance will be required for employment and will be updated on a regular basis, as considered necessary by the relevant Manager. The cost of obtaining the Police Clearances' will be borne by the Council for Employees applying for a Working with Children Clearance.

Criminal History Check and Working with Children Clearance's are conducted by the Federal Police Service and provide details of information recorded against an individual, including all criminal offences and any outstanding warrants. Documentation does not include spent convictions for the purposes of the *Spent Convictions Act 1988*. Only individuals are able to obtain their own police records, hence the applicant will be required to obtain the relevant documentation and provide it to the organisation.

1. Prior to any offer to employment or voluntary work, the applicant will be required to produce a Criminal History Check and Working with Children Clearance.
2. Criminal History Check and Working with Children Clearance information shall only be accessible to the Chief Executive Officer and relevant Managers.
3. Criminal History Check and Working with Children Clearance information on employees will be stored on a restricted personnel file and will remain confidential.
4. The need to undergo a Criminal History Check and Working with Children Clearance will be stated in the position description and recruitment documentation and at interview so that

prospective employees are aware of the Coomalie Community Government's Council policy on Police Clearance and Working with Children Check.

5. Existing staff applying for advertised vacancies in any of the relevant positions will be required to produce a Criminal History Check and Working with Children Clearance prior to their promotion/transfer to the new position.
6. If an applicant refuses to produce a Criminal History Check and/or Working with Children Clearance, staff will then document that the applicant did not demonstrate that he/she possessed the essential selection criteria for the position.
7. All decisions on Criminal History Check and Working with Children Clearance must be timely and should not cause undue delay in the overall selection process.
8. An applicant who is denied employment or a volunteer position because of a criminal offence history will be given the opportunity to discuss the history with the relevant Manager.

Assessment of Criminal Histories

1. An applicant should not be automatically precluded from a position with the Organisation on the basis of having a criminal record, although certain convictions will deem the applicant unable to meet the selection criteria. Examples would include a history of sex offences if the position was responsible for children and matters of theft if the position involved contact with the disabled.
2. When considering prospective employees and volunteers with criminal histories, important factors to consider are:
 - The nature of the offence and the relationship of the offence to the particular position for which the applicant is being considered.
 - The length of time since the offence took place.
 - The number of offences committed. An accumulation of individual minor offences may be sufficient to warrant rejection. The question to be decided is whether or not the offences are considered to establish pattern behaviours which render the applicant unsuitable for employment.
 - Severity of punishment imposed.
 - Mitigating or extenuating circumstances which might be revealed in relation to the offence(s) committed. These could include provocation, age of applicant at the time of offence(s), and the circumstances in which the offence was committed. Mitigating circumstances, however, may not necessarily always be in favour of the applicant.
 - General character since the offence was committed. Relevant factors would include whether the person is currently employed and, if so, referee reports on his/her performance, other referee reports, steady employment record and favourable reports by past employers.
 - Whether the offence is still a crime. The 'offence' may have now been decriminalised.

Working with Children Clearance

2. Coomalie Community Government Council volunteers that perform duties that require time to work with children must obtain a Working with Children Clearance.
3. The cost of the Working with Children Clearance for Coomalie Community Government Council volunteers will be borne by the Coomalie Community Government Council.

Responsibility

Managers of relevant areas are responsible for ensuring that Police Clearances are completed and updated in a satisfactory matter.

3.15 COUNSELLING, DISCIPLINING AND DISMISSING EMPLOYEES

Policy Number	3.15	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/02/2019/016

INTRODUCTION

The Coomalie Community Government Council may consider issues of staff misconduct and unacceptable performance levels require disciplinary action. Any disciplinary procedure shall be applied in a consistent, fair and objective manner.

OBJECTIVE

To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant Territory and Federal laws and the Local Government Industry Award.
To ensure that the principles of natural justice apply to the process.

POLICY STATEMENT

It is recommended to seek Workplace Relations Advice before disciplinary action is taken.

Problem Resolution/Mediation

The following problem resolution framework has been implemented for those employees with a desire to resolve matters as responsible employees:

- All employees invited to discuss matters with their respective supervisors openly and positively.
- If matters cannot be resolved efficiently and professionally, the employee demonstrating positive intentions to solve the matter may contact the Chief Executive Officer for assistance.
- The Chief Executive Officer may see the parties individually, or as a group, to mediate and resolve any outstanding matters.
- Where a resolution fails to evolve, the services of Counselling and Mediation consultants will be used.
- During the course of the resolution, both parties may seek guidance and/or support from a peer, union representative. These people have no influencing or implementation power, other than to assist the process through its natural course.

All stages must be documented, and file notes provided to all parties involved and accessible by those concerned by contacting the CEO.

Employee Misconduct and Consequences

Employees are expected to act in a suitable manner at all times. Certain rules of conduct and behaviour are set out in the Induction manual and the Code of Conduct.

Failure to follow these rules may result in disciplinary action, from a written warning to termination, depending on the severity of the offence. Any disciplinary action will be recorded in employees personnel file and will be taken into consideration when reviewing opportunities for advancement within the Council.

Below is a list of some violations or events that can result in disciplinary action, but it should not be considered all-inclusive. The CEO has the discretion to review this list or its interpretation:

- Removing or misplacing Council property or equipment, client records or Council documentation without prior approval.
- Destroying or damaging any Council property.
- Any violation of any Council policy or procedure as outlined in this manual, including any violation of the Council's anti-discrimination or equal opportunity policies.
- Falsification or misrepresentation of qualifications or experience whilst applying for employment.
- Failure to follow the rules and responsibilities as outlined by management or your immediate supervisor.
- Consumption of alcohol or any controlled substance during work hours.
- Misrepresentation of the prime directive as outlined in the Council Strategic Plan.
- Consistent absence from work without proper cause and documentation.
- Consistent lateness without proper cause or documentation.

Disciplinary Procedures

Breach of Discipline

An employee is guilty of a breach of discipline if they:

- behave in a manner that is liable to bring the Council into disrepute, or
 - disobey or disregard a lawful instruction; or
 - are negligent, careless, inefficient or incompetent in the discharge of their duties;
- or
- are absent from duty except
 - on authorised leave; or
 - with reasonable cause
 - commit any other act of misconduct or conduct him/herself in a manner inconsistent with the duties and responsibilities of the position held by the employee.

Complaint Procedure

- Any complaint received that an employee has committed a breach of discipline will be forwarded to the Chief Executive Officer, who will ensure that the employee is notified of the complaint.

- Where the alleged misconduct or unacceptable performance is of a minor nature, the relevant Manager will handle the matter and if required bring this matter to the attention of the employee and request an improvement in conduct or performance by a stated date.
- The Chief Executive Officer may suspend an employee who a complaint has been made against from employment, with pay.

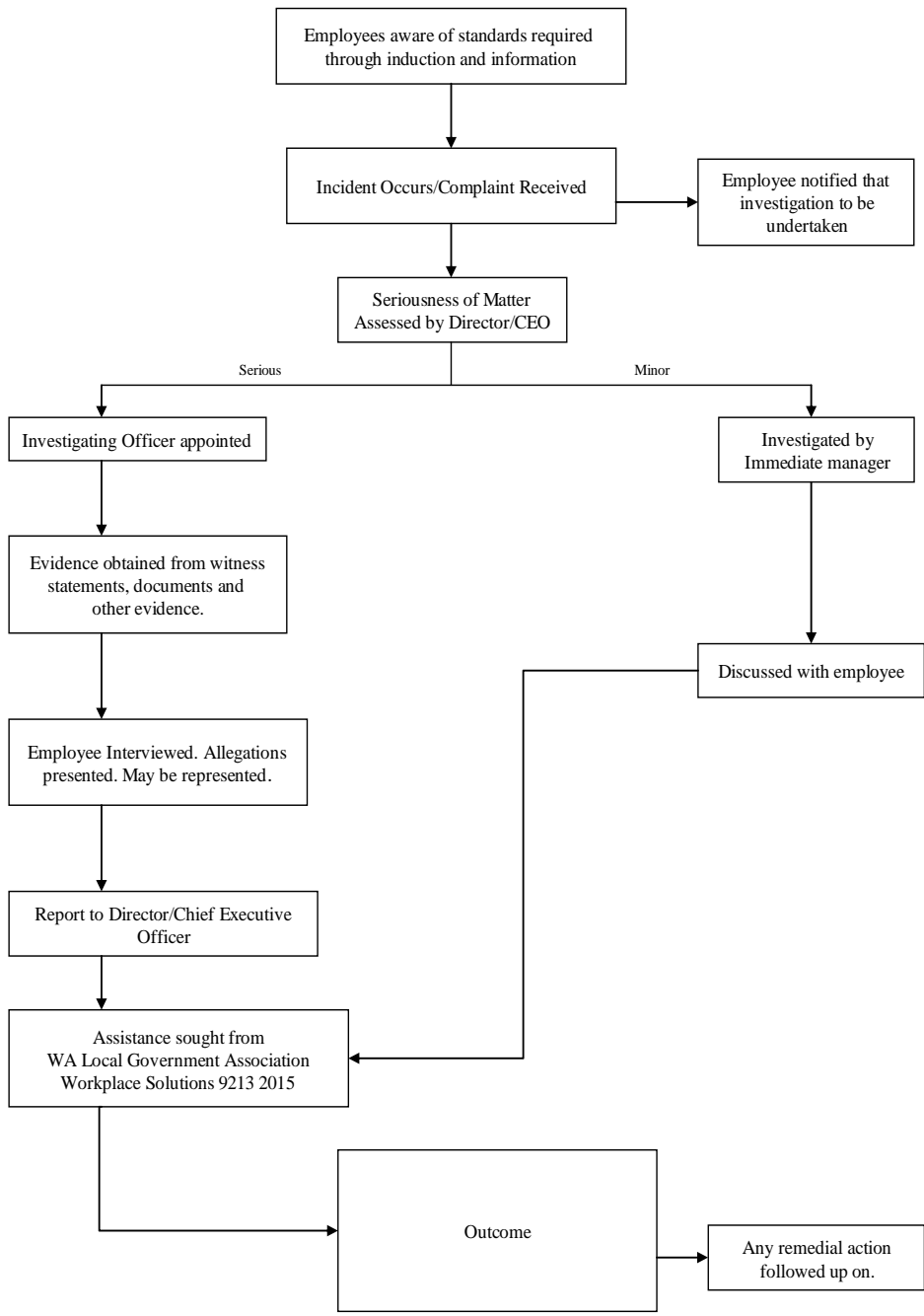
Resolution Process

- A review shall be conducted.
- Relevant information shall be collected in relation to the complaint, such as interviewing witnesses and other documentation.
- The employee shall be given a written copy of the complaint and/or allegation(s) against him/her together with any other material necessary to enable the employee to respond to the complaint/allegation.
- The employee shall be given the opportunity to make written representations or, if approved, oral representations with respect to the matter.
- Employees may be accompanied during any interview by a representative.
- A report containing the findings will be prepared for the Chief Executive Officer.

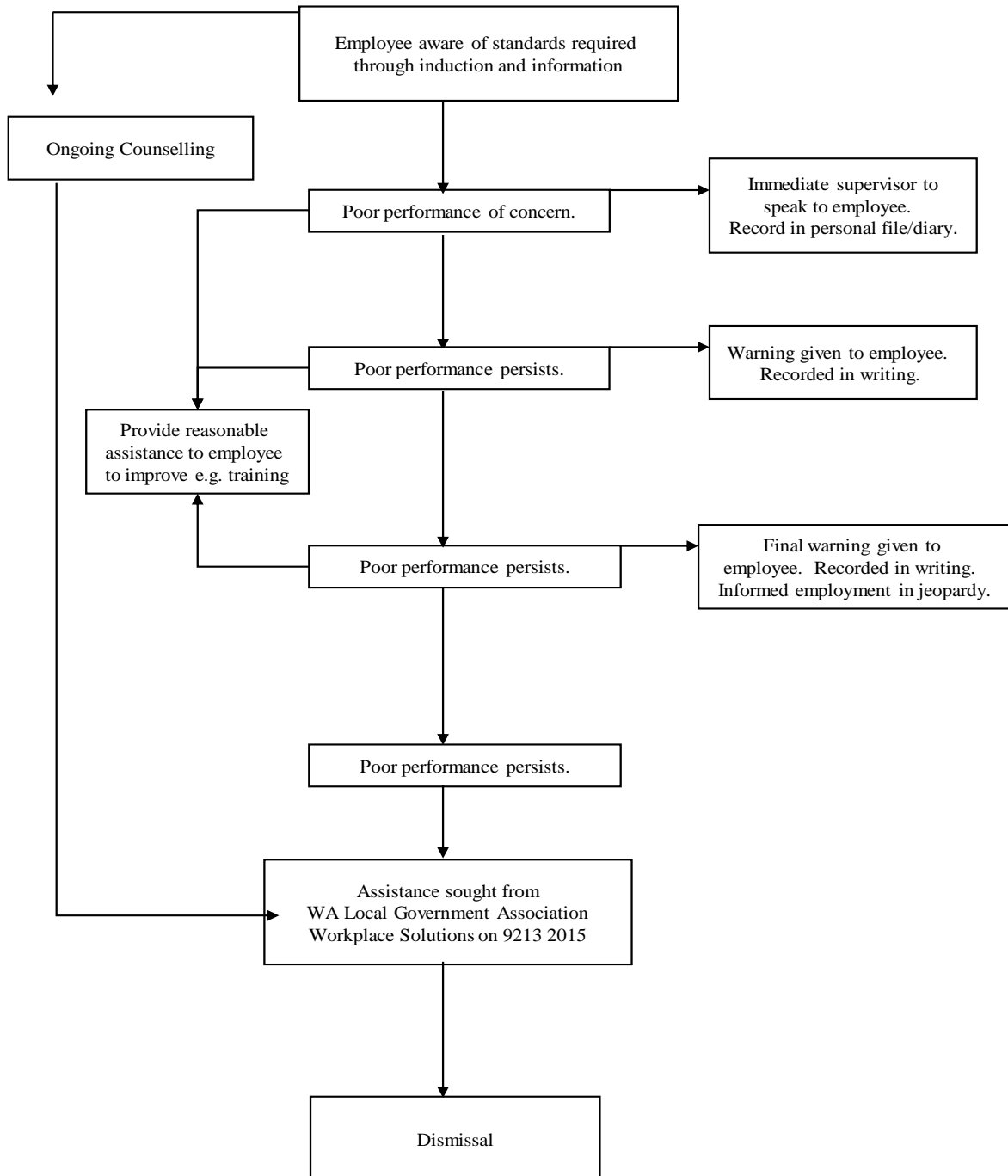
Report Outcome

- The Chief Executive Officer shall offer the employee an opportunity to attend an interview to discuss the report findings before the outcome is decided.
- The Chief Executive Officer will consider the findings of the report and decide on the appropriate outcome.
- The outcome may include, but is not limited to the following;
 - dismissal of the complaint;
 - placing a written warning on the employee's personal file;
 - reducing the employee's classification or position;
 - transferring the employee to another department and/or location;
 - terminating the employee's employment.

Incident Discipline Process



Performance Discipline Process



3.16 DISPUTE RESOLUTION

Policy Number	3.16	Date Commenced	20/02/2013
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Last Review Date		Next Scheduled Review Date	August 2023
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/02/2019/016

INTRODUCTION

The Coomalie Community Government Council may consider issues of staff misconduct and unacceptable performance levels require disciplinary action. Any disciplinary procedure shall be applied in a consistent, fair and objective manner.

OBJECTIVE

To inform staff of the grievance process and ensure that the award/agreement dispute resolutions clauses are applied consistently.

POLICY STATEMENT

Council is committed to ensuring that staff have access to an appropriate grievance resolution process to ensure a fair and equitable process is followed and actively encourages employees to follow the process in order to resolve workplace grievances.

Council acknowledges that all dispute resolution processes outlined in the award or agreement must be exhausted prior to considering the reference of a matter to an external party for resolution assistance.

PROCEDURE

Self-resolution

A complainant should attempt to resolve the issue directly with the person(s) concerned. The complainant should identify the specific conduct which has caused offence, explain the impact of that conduct on them, and request that the conduct stops. This attempt should be made as soon as possible.

If the complainant is not comfortable attempting to resolve the issue directly with the person(s) concerned, or if their attempts to resolve the issue are unsuccessful, they should make a complaint.

Making a Complaint

Complaints should be made to the complainant's immediate supervisor. If the complaint is about the supervisor, the complaint should be made to the next most senior manager, who will handle the complaint or refer it to another manager at an appropriate level. If the complaint is to be made about the Chief Executive Officer of Council, the complaint is to be made to the President of the Council. The complaint should be made as soon as possible.

Complaints can be made verbally or in writing and should include the following information:

- the complainant's name and contact details;
- details of the specific incident or issue being complained about;
- if the complaint is about a person(s), the identity of the person(s) being complained about and their relationship to the complainant;
- the remedy/outcome the complainant is seeking; and
- any action already taken in an effort to resolve the issue.

Complainants should be aware that the supervisor handling their complaint will generally need to disclose details of the complaint to the respondent (if there is one) in order to afford them procedural fairness.

Complainants should consider how they would like their complaint to be handled and indicate their preference. There are two options: informal and formal.

Informal: The informal complaint procedure is more appropriate for less serious issues, such as interpersonal conflict or the application of Local Government policies and procedures. The informal procedure may also be appropriate where the parties are likely to continue working together.

Formal: The formal complaint procedure is suited to serious issues, such as sexual harassment, discrimination or other similar conduct. It may also be appropriate for sensitive matters or where there is a high level of factual dispute. If the complainant would like their complaint handled under the formal complaint procedure, the complaint must be made in writing and copied to the Chief Executive Officer.

The Chief Executive Officer may still take action without a written complaint if it considers a staff member's health, safety or wellbeing is in jeopardy or if the Chief Executive Officer considers that misconduct or serious misconduct may have occurred.

Whilst the Chief Executive Officer will take into account the complainants preferred option for handling the dispute, the Chief Executive Officer is ultimately responsible for determining which process will be used.

Informal Complaint Procedure

The complainant's supervisor is responsible for conducting the informal complaint procedure. Under the informal complaint procedure there is a broad range of options for resolving the complaint to the satisfaction of all parties. The supervisor should take action to resolve the complaint within 14 days.

The following list provides possible options for resolving the dispute in accordance with the informal complaint procedure.

- the supervisor meeting with the complainant and respondent (either separately or together) to discuss the issues and explore possible solutions;
- the supervisor writing to the complainant and respondent to obtain further information about the complaint and explore possible solutions;
- the supervisor arranging a mediation or conciliation; or
- the supervisor exploring an issue on behalf of the complainant and options to address the issue.

If the matter is resolved to the satisfaction of all parties, the matter will be concluded. If the matter is not resolved, the supervisor handling the complaint will determine whether any further action is required. The complainant may also make a formal complaint.

Information collected during the informal complaint procedure may be provided to the person handling the formal complaint.

Formal Complaint Procedure

The person responsible for conducting the formal complaint procedure is the complainant's supervisor. If the complaint is serious or complex, the matter can be referred directly to the Chief Executive Officer. The request can be made by the complainant or by the supervisor handling the complaint.

Part A: Preliminary Inquiry

Before commencing a formal investigation, the supervisor will normally conduct a preliminary inquiry. The purpose of a preliminary inquiry is to:

- obtain details about the complaint and assess the seriousness of the allegations;
- determine the level of factual dispute; and
- assess whether there is sufficient evidence to proceed to a formal investigation.

A preliminary inquiry normally involves collecting information from the complainant and the respondent about the complaint. It does not normally involve interviewing witnesses. Where this information has already been collected through the informal complaint procedure, it may not be necessary to conduct a preliminary inquiry. A preliminary inquiry should be conducted within 21 days of the complaint having been made.

The supervisor will consider the information and determine the next steps. A matter should not proceed to a formal investigation or misconduct proceeding if there is insufficient evidence, the matter is not serious enough to warrant a formal investigation or misconduct proceeding or if there is no (or little) factual dispute. The supervisor should notify the complainant and respondent of their decision and reasons for their decision.

Part B: Formal Investigation

If deemed necessary, the supervisor is to conduct a formal investigation. The Local Government can elect to appoint a person from outside Council to conduct the formal investigation.

The role of the supervisor is to collect information about the complaint and make findings about whether the factual allegations are substantiated. The supervisor should focus on determining the facts. The supervisor should not determine outcomes, as this role is allocated to the Chief Executive Officer. A formal investigation should be conducted within 6 weeks of the complaint having been made.

Determination of outcomes

The outcomes of the informal or formal complaint procedure will vary depending on the circumstances.

Some possible outcomes include):

- the parties getting a better understanding of the issue;
- an apology;
- a change in working arrangements;
- a commitment to change behaviour;
- guidance, counselling or warnings being issued; or
- disciplinary action.

Under the informal complaint procedure, the supervisor handling the complaint is responsible for determining outcomes through discussion and consultation with the parties. Under the formal complaint procedure, the Chief Executive Officer is responsible for determining outcomes and advising the complainant and the respondent. It may also be appropriate for the supervisor handling the complaint to consult with the Chief Executive Officer about any outcomes which affect the respondent.

A determination of outcomes should occur within 7 days after the conclusion of the complaint procedure.

Variation to Policy

This policy may be varied or cancelled from time to time.

All employees will be notified by the normal correspondence method of any variation to this policy.

3.17 FITNESS FOR WORK

Policy Number	3.17	Date Commenced	20/02/2013
Date Adopted	20/02/2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		Resolution of Council 11/05/03 That smoking not be permitted at any workplace, this to include inside any Council building or vehicle or within 2 metres of any entrance to a Council building.
		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
	February 2019	19/02/2019/016

INTRODUCTION

Coomalie Community Government Council (the Council) provides a work environment that aims to ensure the health, safety, respect and productivity of all employees.

OBJECTIVE

To maintain a work environment free from the effects of the use of alcohol and drugs.

POLICY STATEMENT

No employee is to commence work or return to work while under the influence of alcohol or drugs.

Company Vehicles

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. The Council will accept no liability for any damage to a company vehicle, injury to any person, or damage or injury to a third party incurred while the driver of the Council vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

Machinery

The Council has an obligation to all employees to provide a safe and healthy work environment, therefore no machinery is to be operated or used by anyone who is under the influence of drugs or alcohol.

Prescription and Pharmacy Drugs

Where a person takes prescription drugs he/she must check with their medical practitioner or pharmacist about the effects of the drug and their ability to drive vehicles, operate machinery and safely perform their normal work duties. If an employee's ability to perform work safely is affected, he/she should obtain advice in writing from the medical practitioner or pharmacist and provide it to Management, prior to undertaking any work, after taking prescription and pharmacy drugs.

All prescription and pharmacy drugs must be taken in accordance with the instructions supplied.

If the Council suspects that the employee's ability to safely perform work is affected, it may take steps to address the issue in accordance with this procedure.

Consumption of Alcohol

Management may waive the prohibition on the consumption of alcohol in certain circumstances for special occasions. This is at the discretion of Management only.

The following restrictions continue to apply to all work related functions:

- Employees and any guests (attendees) must consume alcohol responsibly
- Attendees must not become inebriated or drunk
- Attendees must uphold an appropriate standard of behaviour at all times
- The restrictions in relation to company vehicles and machinery continue to apply
- Employees must ensure a safe means of transport from such functions/occasions.

The prohibition relating to drugs will not be waived in any circumstances, except as set out in this policy in relation to prescription and pharmacy drugs.

Smoking

The Council has a Smoke Free Policy which aims to provide a smoke free environment for all our employees and visitors.

Smoking is not permitted at any of the Council's workplaces, except in specifically designated areas (see below).

Smoking is not permitted in any company vehicle or on any company machinery.

The designated smoking areas are:

On the northern side of the CCGC building in the area set up with the table and chairs.

or

Under the trees adjacent to the fence situated on the western side of the office in the operations area outside.

3.18 ELECTRONIC MAIL / INTERNET

Policy Number	3.18	Date Commenced	20 February 2013
Date Adopted	05/08/03	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
	February 2019	19/02/2019/016

INTRODUCTION

Electronic mail (email) has become an important means of communication around the world that offers an effective form of transmission that combines informal, instantaneous and direct person contact with the permanence and non-intrusive nature of a letter or minute. It also has the advantage that it is easy to use and is more economical than both paper and telephone.

OBJECTIVE

- To provide guidelines to all employees of the Coomalie Community Government Council on the correct and proper use of the electronic mail / internet facility.
- To promote the effectiveness of the organisation email / internet facility and the opportunity of improving response times to incoming mail.

POLICY STATEMENT

1. Incoming email transmissions at employee's desktop

Employees receiving email should consider it similar to correspondence, telephone messages / calls received and deal with it as soon as possible.

2. Inappropriate use of email / internet

The email / internet service provided by Council is for official use only and should be confined to business matters relating to the Coomalie Community Government Council.

The right to use email / internet may be withdrawn if it is used inappropriately. The following are some examples of inappropriate use:

- Distribution of material that contains derogatory, inflammatory, insulting or libellous or pornographic information about any person(s).
- Abusive or otherwise objectionable language in either external or internal messages.
- Sending of illegal messages and chain letters.
- Intentional sending of large messages or attachments to large groups of recipients. A large message is one that exceeds 20 pages of text or contains more than two (2) photographs.

5. Encounter of controversial material

Unfortunately, the Coomalie Community Government Council is powerless to prevent any inappropriate email being received at a particular email address, but it will in no way condone any pornographic or offensive email being forwarded on to any person, either as a knowing recipient of the material, or as an unknowing recipient of the material.

The Coomalie Community Government Council considers such material totally inappropriate to the workplace and expects that any person who receives such material will immediately delete it from the system.

Should you receive such email, you should report this to your Manager, as it is our practice to advise the organisation that hosts the sender, that such an email is being sent from their organisation and asking them to prohibit the sending of such emails to us.

The sending of offensive or pornographic emails may expose the Council to claims of sexual harassment, which further emphasise the reasons behind the obvious restrictions placed upon this type of material.

Given the Coomalie Community Government Council strong opposition to this matter, it must be understood that any person who is found to store this material in their own private folders, or who forwards this material onto any other person, either within our internal network or by external email, will have their email services terminated immediately.

6. Disciplinary action

The following action will be taken against employees who act in contravention of this policy:

- i. the appropriate Manager will warn the employee and advise them not to re-offend; and
- ii. employees who continue to disregard the policy will be formally warned and then may face suspension pending court action and / or dismissal if the offence is considered to be of a serious nature.

NOTE: Any offence associated with inappropriate use Clause 2 (a to e), will be automatically classified being of a serious nature.