# GLEN INNES SEVERN COUNCIL

## GLEN INNES SEVERN COUNCIL

### HUMAN RESOURCES POLICY STATEMENT REGISTER

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Please note that the policy statements in this register are intended to provide a broad outline only. If additional detail or other information is required regarding the operation of these policies, such information may be obtained from Council’s Policy Register or the Human Resources Section.
STATEMENT FROM THE GENERAL MANAGER

Our continued success will always largely depend on the effective contribution of our employees, their relationship with each other and with the community. We have a responsibility to create a climate that will permit employees to gain satisfaction from their work and at the same time encourage maximum contribution from each individual to meet the objectives of the organisation and community expectations.

Policies create a framework for all of us to work within.

By consistently and conscientiously adhering to the principles set out below, management will become more effective in administering the Council’s Staff policies and in building productive relationships throughout Council.

Human Resources Management Principles

1. All employees whatever their job should feel that they have the opportunity to develop their abilities, to exercise responsibilities commensurate with the requirements of their position and to receive recognition for their successful efforts.

2. Employees should as far as practicable have the opportunity for progression in the Council.

3. Employees realise their fullest potential, make the greatest contribution and attain a high level of personal satisfaction when they are acknowledged and function as part of a team. By allowing employees to express their viewpoint and by consulting and communicating with employees they are aware that they are an integral part of our organisation.

4. Productive and satisfying relationships are best developed and maintained when fairness, equity and trust characterise the attitudes and behaviour of all the people concerned.

The Human Resources Policy Statement Register has been developed and put into a format designed to assist staff and management. The document is dynamic and will be subject to ongoing review and update as new policies are developed. Further advice and assistance is available from the Human Resources Section of Council.

Hein Basson
GENERAL MANAGER
HR.1.01 Recruitment and Selection Policy

It is Council’s policy to ensure that it is appropriately staffed, with qualified employees appointed in accordance with the requirements of the Local Government Act, Local Government (State) Award (or its equivalent), NSW Anti-Discrimination Act, Equal Employment Opportunity (EEO) principles and Council’s obligation to appoint the best applicant. This will be achieved through:

1. Open advertisement – for all permanent positions and fixed term positions over twelve months and, where practicable, positions of a lesser term.

2. EEO and merit based selection – the person demonstrating greatest merit is to be appointed to the position.

3. No appointment is to be made unless the selection panel unanimously agrees that the recommended applicant fully meets the essential selection criteria or, in the event that no applicant meets the essentials at the time of interview, has the potential to fully meet the essential criteria within a period of six months.

HR.1.02 Default Nominee Policy

It is Council’s Policy to allow the creation of default nominee lists for positions that have been advertised. Default nominees may be offered the position within twenty six weeks of the date of interview without readvertising, in the event that the recommended applicant does not accept the offer of employment or vacates the position within the twenty six week period.

Default nominees will be listed in order of merit and can only be nominated by the selection panel if they fully meet the essential criteria.

HR.1.03 Internal Recruitment Appeals Policy

It is Council’s Policy to provide internal applicants for positions with an Internal Recruitment Appeals Process, which may be used if the applicant feels that the selection process may have been procedurally unfair or that he or she may have been unfairly disadvantaged or discriminated against. The General Manager will be responsible for administrating and reviewing the appeals process.
HR.1.04 Verification of Qualifications Policy

It is Council policy, where job applicants assert professional and/or academic qualifications as part of their claim to a position, to verify such qualifications with the issuing institution(s) prior to appointment.

Academic and professional qualifications of successful candidates will in all cases be verified with the issuing institution(s) where they are required for a position or where they are a significant determinant in the decision to appoint an applicant. In other cases academic and professional qualifications will be verified with the issuing institution(s) on a random basis.

HR.1.05 Travelling Expenses for Candidates Attending Interviews

It is Council policy to reimburse/contribute to applicants’ travelling expenses who attend interviews from outside the Glen Innes Severn Council area, on the following basis:

1. The expense reimbursement/contribution will be calculated based on the mode of transport used:

   (i) Train: First Class Rail Fare;

   (ii) Aeroplane: Economy Air Fare;

   (iii) Car: Under 2.5 litres (nominal engine capacity): 68c/km; 2.5 litres and over: 78c/km, (or other amount(s) as provided in the Local Government (State) Award or its successors)

   with the understanding that total travelling expenses will not exceed the cost of an economy air fare ticket.

2. The mode of travel is to be agreed prior to attendance for interview by the applicant and the applicable Manager and/or Director.

3. Consideration will be given to the reimbursement of reasonable accommodation and meal expenses. As a guide, accommodation reimbursements should be based on the tariff of a three star motel / hotel, and meal expenses should not exceed $40.00 for a main meal.

4. No interview expenses will be paid to applicants who are successful in selection for the position offered and who then reject the offer of the position.
HR.1.06 Pre-Placement Health Assessment Policy

It is Council policy to require all preferred applicants for a vacant position with Council, except casuals and short term employees (see below), to undertake a pre-placement functional assessment with Council’s nominated provider prior to appointment.

In the event that Council’s nominated provider is unable to provide an assessment within seven (7) to ten (10) working days, Council may use an alternative provider of its choosing.

The requirement for a pre-placement functional assessment also applies to internal applicants for positions and employees being transferred to a new position, but only where the new position involves duties with physical demands that are substantially different or higher than the employee’s old position.

Pre-placement functional assessments will assess the health and fitness of the applicant against the essential physical requirements of the position identified in the position description. In accordance with Council’s EEO principles, reasonable accommodations will be made to assist persons with disabilities to fill positions.

This Policy will not apply to casuals or short term employees (those with three months or less service), where it is viewed as impracticable to have a pre-placement functional assessment, except those employees occupying jobs with high physical demands. Casual and short term staff will, however, be required to complete a medical questionnaire and declaration regarding their state of health and general medical condition.

Applicants will also be referred to Council’s nominated doctor for examination and assessment if the functional assessment or medical declaration identify any medical condition that requires further investigation and / or referral to specialised medical practitioners.

In addition to all other requirements set out in this Policy, applicants who are employed in noisy occupations are required to undergo a full audiometry test at the time of employment.

HR.1.07 Payment of Salaries / Wages Policy

It is Council policy that all permanent, temporary and casual staff appointments are conditional on the completion and signing of an authority for the direct crediting of salary/wages to any financial institution that a BSB and account number can be supplied for.
HR.1.08 Contribution to Removal Expenses Policy

It is Council policy to ensure that competent, suitably qualified and experienced employees are attracted to the Glen Innes Severn area. At the discretion of the General Manager, Council will reimburse newly appointed employees for removal expenses incurred, on the following basis:

1. Removalist costs will be paid up to a maximum of $5,250, on the condition that Council is furnished with at least three (3) quotations, of which Council has the discretion to accept the quote of its choice.

2. Council will pay 50% of such costs upon commencement of duties, and another 50% after 18 months of satisfactory service;

3. In the event of the incumbent leaving the service of Council on his/her own accord within the first 18 months of service, the incumbent is responsible for reimbursement to Council of the full amount already paid.

HR.1.09 Subsidisation of Rental Accommodation

It is Council policy to, where the need arises to attract key staff, subsidise rental accommodation for a maximum period of three (3) months after commencement, at a maximum amount of $160 per week or half the rental value, whichever is the lesser.

Prior agreement between the General Manager and the applicable Director has to be reached regarding the classification of a particular position as being a key position.

Similarly, the applicable Manager and/or Director has to reach agreement with any particular applicant that a subsidised rental accommodation will apply to the position, prior to a letter of offer being issued by Council.

HR.1.10 Induction Policy and Program

It is Council policy to provide new employees with guidance and information to facilitate their adjustment to the work environment and to enable them to become effective contributors within the shortest possible time. Such guidance and information will be tailored to the requirements of the job.

HR.1.11 Promotion Policy

It is Council policy to provide employees with opportunities for advancement in accordance with organisational needs and employees' proven abilities, as demonstrated by performance and potential. Appointments made under this policy must also comply with the requirements of Policy HR.1.01.
HR.1.12 Lateral Transfer Policy

It is Council policy that employees may be transferred laterally to other positions of a similar skill and salary level within the organisation in order to respond to business requirements, subject to such transfer meeting the definition of Lateral Transfer as set out in Council’s Salary System Progression Rules, which state:

Lateral transfer may occur in the following circumstances:

- In accordance with the rules regarding job re evaluation, where there has been a natural progression of responsibilities attached to a position, such as an increase in positions reporting to the position or an increase in budget size/ responsibility. Provided the re-evaluation results in no more than one grade increase, the existing incumbent shall continue in the position.

- Where a position has been restructured and the new position is no more than one grade higher, Council may laterally transfer the existing incumbent into the new position to mitigate the adverse effects resulting from the restructure.

In all other circumstances, positions will be advertised at least internally to allow suitably qualified persons to apply.

Council may consider employees requests for lateral transfer. Transfers will be based on the employee’s experience, skills, abilities and qualifications compared to the job requirements.

HR.1.13 Job Vacancy – Review and Redesign

It is Council policy to investigate options whenever a vacancy occurs to ensure work is being carried out in the most efficient way. This provides Council with an opportunity to assess efficiency and affectivity levels in the workplace.

Prior to advertising, every position shall be examined by the appropriate Director and General Manager to ascertain whether the position should be filled and/or whether there is a better job redesign option.

Several principles must be observed in recruiting and selecting a replacement for a vacancy (see Policies HR.1.01 to HR.1.14). All selection must be on a merit basis – the best person for the job. Positions must be advertised in a manner sufficient to enable suitably qualified persons to apply. EEO principles must be observed at all stages of the process.

HR.1.14 Work Experience Policy

It is Council policy to participate in, facilitate and assist, whenever practicable, government labour market and community based work experience programmes.
HR.2.01 Award Coverage Policy

Council will abide by and comply with its obligations under the Local Government (State) Award (or its equivalent) and, where applicable, any subsequent Award(s) introduced to cover employees in Council’s employment.

HR.2.02 Variable Working Hours Policy

This Policy should be read in conjunction with Policy # HR.6.12 (Executive and Managerial Leave)

It is Council policy to provide, where operationally practicable, a variable working hours scheme(s) for both indoor and outdoor staff, primarily to provide staff with an opportunity to introduce a degree of flexibility in their working hours so that they can meet personal and family commitments during normal work time.

The aim is to provide for an arrangement that is of mutual benefit to employees, the Council and the community that we serve. To achieve this intent, a spirit of cooperation and collaboration between team members and management is required in order to ensure customers and the public are not inconvenienced.

Eligible indoor staff shall work a nineteen (19) day month, accruing an additional twenty two (22) minutes per day towards their monthly rostered day off (RDO). Such time will not accrue on public holidays or during periods of leave and shall be limited to a maximum accrual of three (3) days.

The above policy statement must be read in conjunction with the documents titled “Memorandum to Staff – Confirmation of Variable Working Hours Arrangements” (26 October 2005) and “Memorandum to Indoor Staff – Changes to Rostered Day Off System” (27 February 2007), attached as Annexure 2 and Annexure 3 to this Register.

HR.2.03 Reporting and Recording Attendance Policy

It is Council policy to require all staff (with the exception of the General Manager) to complete attendance records (timesheets, leave sheets, overtime claims, etc), have them authorised and supplied to the pay office.
HR.2.04 Personnel File Policy

It is Council policy to ensure that up-to-date information is confidentially maintained for the administration of benefits and management of each employee.

HR.2.05 Corporate Uniform Policy – Indoor Staff

It is Council policy to encourage its indoor employees to wear a corporate uniform to enhance the professional image of the organisation. As an incentive to wear the uniform, Council will assist with its purchase and replacement. For a full copy of the rules and conditions relating to the corporate uniform, refer to Council’s Corporate Uniform Policy.

Note: Certain classes of indoor staff who are classified as ‘at risk’ of excessive exposure to UV radiation as part of their normal duties, as identified in Council’s Sun Smart and Personal Protective Equipment Policy and Procedures, will be supplied with UV protective clothing in accordance with that Policy (refer to full Policy for details).

HR.2.06 Uniforms and Clothing – Outdoor Staff

It is Council policy to provide all outdoor staff with a uniform that meets both occupational health and safety requirements for outdoor workers and provides staff with a positive image easily recognisable within the community. Where protective clothing is supplied it must be worn for staff safety.

HR.2.07 Staff Identification Policy

It is Council policy to require staff to wear a name badge supplied by Council or, in the case of staff positions where a badge is not practicable, a uniform with appropriate wording / logo. Name badges will indicate:

1. That the wearer is an employee of Glen Innes Severn Council.
2. The employee’s first name, last name and position title.

If there is a genuine security issue associated with the display of last names, the relevant Director may apply to the General Manager to have first names only displayed for certain categories of staff.

Employees who are required to enter private homes or properties, as a regular part of their normal duties, will be supplied with photo ID cards to ensure the security of Council’s customers.
HR.2.08 Probationary Period Policy

It is Council policy that all new employees undergo a probationary period of three months when they commence with Council.

The only exceptions to this policy are:

1. Casual employees and those on employment contracts of a short term nature.

2. Government funded trainees, who may be appointed on probation periods of one to three months.

3. The General Manager, Directors and managers who, having regard to the nature of their duties, may be appointed on a probation period of up to six months.

4. Employees appointed under the Professional / Specialist Band of the Local Government (State) Award, who may be appointed on a probationary period of up to six months when it can be clearly demonstrated, by reference to the duties and responsibilities of the position, that a longer probation period is justified in order to adequately assess the new employee’s suitability for the position.

The appointment of any employee on a probation period that is longer than the standard three months must not be undertaken without sufficient justification and is not to be used in substitution for proper and timely performance management during the probation period.

All new employees who are appointed on a probation period, regardless of its length, are to be given adequate and clear supervision and performance feedback from day one of their employment.

Probation periods will include monthly (bi-monthly for six month periods) formal performance reviews, to facilitate early detection of issues and provide new employees with the maximum opportunity for successful completion of their probation.
SECTION 3

REMUNERATION AND BENEFITS

HR.3.01 Salary Administration Policy

It is Council policy to pay equitable wages and salaries based upon the principles contained in Council’s Salary System and in accordance with the skill descriptors in the Local Government (State) Award (or its equivalent).

HR.3.02 Employee Excellence Recognition/Rewards Policy


HR.3.03 Long Term Staff Recognition Policy

It is Council policy to recognise long term staff, with 5 or more year’s service, with the presentation of the following rewards:

- 5 years service  Certificate of Service / inscribed pen
- 10 years service Certificate of Service / $100 gift voucher
- 15 years service Certificate of Service / $150 gift voucher
- 20 years service Certificate of Service / $200 gift voucher
- 25 years service Certificate of Service / $250 gift voucher
- 30 years service Certificate of Service / $300 gift voucher
- 35 years service Certificate of Service / $350 gift voucher
- 40 years service Certificate of Service / $400 gift voucher

(Gift vouchers, where available, will be with the retailer of the recipient’s choosing)

Service recognition awards (10 years or greater) will substitute for termination gifts (Policy HR.5.07) when received within six months of the employee’s termination date.

For the purpose of calculating length of service, periods of casual employment shall count, provided there is no break between the casual employment and permanent employment.

HR.3.04 Mobile Telephone Policy

It is Council policy to provide new technology including mobile telephones to appropriate staff in order to increase customer service and the efficiency and effectiveness of operations.

Every effort shall be made to ensure the service acquired is the most cost effective and payment of accounts will only relate to business use. The employee responsible for the telephone will pay for all private usage.
If total monthly phone calls for Directors exceed $40, accounts must be itemised to identify all private use, which is to be paid for by the relevant Director.

**HR.3.05 Vehicle Leaseback Policy**

It is Council policy, where practicable, to provide employees in nominated positions with the opportunity to have private use of a Council owned vehicle under a vehicle leaseback arrangement. The aim of this policy is to make Council competitive with other employers in terms of attracting and retaining skilled and qualified staff in key positions, without sacrificing the principle of participants in the scheme making an appropriate contribution for private use based on the true cost to Council of providing the vehicle.

Employees entering into a leaseback arrangement must comply with their obligations under Council’s Motor Vehicle Leaseback Policy and Motor Vehicle Leaseback Agreement and Terms and Conditions and must pay the leaseback fee nominated by Council.

**HR.3.06 Provision of Amenities at Permanent Workplaces**

It is Council policy to provide appropriate amenities at all permanent workplaces in accordance with the WorkCover NSW Code of Practice for Managing the Work Environment and Facilities.

Such amenities will include, as a minimum, suitable toilets, staff washing facilities, a suitable eating area, hot and cold running water, facilities for washing and storage of utensils, facilities for the hygienic storage and heating of food, facilities for boiling water, adequate seating and tables, appropriate crockery and cutlery, and a refrigerator.

Council will also meet the reasonable cost of tea, coffee, milk and sugar for staff consumption. Cakes, biscuits etc will not be provided by Council.

**HR.3.07 Provision of Amenities for Construction Work**

Refer to *Policy HR.7.11*
HR.4.01 Training and Development Policy

It is Council policy to encourage employees to participate in training and courses of study that improve their skills and knowledge, and will assist them to become more effective members of the work force. Glen Innes Severn Council is committed to providing training for all staff to raise work place skills and develop employees to their full potential. Some training will be compulsory.

HR.4.02 Staff Training – Payment of Expenses and Wages Policy

It is Council policy to assist staff (other than senior or executive staff attending conferences – refer to Policy HR.4.03) with the equitable payment of expenses associated with attending work-related training, conferences and seminars.

Council will meet the following expenses associated with employees’ attending work-related training:

Transport  Council will provide a suitable vehicle or will pay reasonable travel expenses to the value of a standard or economy bus / rail / air fare. Should employees be required to use their own vehicles to attend training, reimbursement shall be at the appropriate award rate per kilometre. In the case of air fares, the rate will be based on the nearest available airport.

Accommodation  The cost of a standard single motel or hotel room.

Telephone Calls  Employees’ private calls to a maximum of $5 per day and the full cost of business calls.

Meals  A maximum of $23 per meal for breakfast and lunch and $40 per meal for dinner.

Drinks  The cost of drinks (including hot drinks) to a maximum of $8 per meal or $22 in any one day.

Mini Bar  Council will not pay for any mini bar consumables. All such consumables shall be at employees’ own expense.

Incidental Costs  Council will meet the cost of all work-related incidental expenses and charges such as parking fees, tolls, fares and fuel (where a fuel card is not provided).
Cash Advances  Cash advances may be made to cover anticipated expenses, subject to the approval of the relevant manager / director and a full account of expenses on return to work. Cash advances not expended must be reimbursed in full.

Wages / Overtime  Due to the mutual benefit that training provides, it is considered reasonable that employees will not claim overtime (including time in lieu of overtime) for travelling to or from or attending training.

HR.4.03  Senior / Executive Staff Conferences – Travel and Accommodation Expenses Policy

It is Council policy to consider applications for attendance of senior / executive staff at seminars and conferences, having regard to the merits of each individual case. When evaluating the application, consideration will have regard to:

1. Location of the conference/seminar,
2. Topic value and relevance to Council needs,
3. Achievement of minimum disruption to Council’s business,
4. Costs associated with the conference/seminar.

Glen Innes Severn Council further recognises the benefit to Council from attendance by senior / executive staff at the Annual State Conferences of their professional associations. It is Council policy to approve attendance at such conferences on the following conditions:

- Actual travelling expenses up to a maximum amount equivalent to a return air fare ticket between Glen Innes and the place where the conference is held;
- Actual accommodation expenses appropriate to the particular conference venue; generally of a four (4) star standard (as a guide, maximum of $320 per night in the Sydney metropolitan area and $160 in regional areas);
- Reasonable cost for meals appropriate to the particular conference and/or activity (as a guide, refer to Policy HR.4.02, Meals);
- Reasonable entertainment expenses that are a scheduled part of the conference activities,
- Payment of the professional association conference fees.
HR.4.04 Conferences – Payment of Registration Fees for Council Staff Presenting Conference Papers Policy

It is Council policy to approve the payment of the full registration fees for those staff members invited to present papers to professional conferences on behalf of themselves and Council.

HR.4.05 Payment of Professional Association Membership Fees Policy

It is Council policy to pay professional association membership fees for staff where the membership of a professional association is essential for the employee’s job or was a substantial determinant in selecting an employee. Such payments shall be limited to one (1) membership per employee per year.

HR.4.06 Study Incentives Policy

Glen Innes Severn Council encourages its employees to further develop their knowledge and skills through approved courses which are relevant to the workplace and which are conducted by recognised institutions.

It is Council policy to provide the following study incentives for approved courses that are relevant to an employee’s area of work:

Study Grants  Council will reimburse one-half of course fees and other compulsory expenses for successfully completed studies.

Study Loans  Council will provide interest free study assistance loans for approved courses, repayable via payroll deductions.

Study Leave (Exams)  Council will provide paid study leave on full pay for exam preparation (maximum one day per exam) plus leave for exam attendance.

Study Leave (Other)  Council will also provide paid leave amounting to 50% of time off to attend compulsory work placements, residential schools, workshops and lectures. Maximum paid study leave (other) will be one (1) week per financial year.

Other Incentives  Council will approve reasonable use of office equipment and stationery for study and essential communication with training providers.
HR.4.07 Staff Performance Appraisal / Competency Assessment Policy

It is Council policy to ensure that all staff members (excluding the General Manager) have access to skills / performance assessment in accordance with Council’s Salary System. Participation in assessments within the Salary System is compulsory.

The General Manager and Directors shall have their performance appraised on a six monthly basis. The aim of the performance appraisal process is to assess performance of the individual against set criteria, assist in the improvement of communication and working relationships, and to establish the developmental needs of the employee.

Staff other than the General Manager and Directors shall have their skills / performance reviewed annually in accordance with the assessment rules and procedures set out in Council’s Salary System Progression Rules. Such annual reviews will be tied to salary progression within Council’s skills based salary system.

A formal appraisal / assessment should present no surprises, as informal discussions should occur throughout the period leading up to the appraisal.

HR.4.08 Higher Grade / Learning Opportunity Policy

It is Council policy to provide learning opportunities for staff by way of acting-up roles in the organisation. This will only be with prior approval of the appropriate Director and where it meets the needs of the organisation to have a replacement during the absence of the usual incumbent.

In the above circumstances, higher grade pay will be determined in accordance with Council’s Salary System Progression Rules and shall be at least the entry level applicable to the relieved position.

HR.4.09 Manex Members – Acting in Higher Grade

It is Council policy that no appointment shall be made to the temporary position of Acting General Manager or Acting Director unless the General Manager or the Director is absent on leave for a period of three (3) consecutive working days or longer or is outside Australia.

The requirement for a Manex member to be absent for three (3) consecutive working days only applies to periods of annual leave, long service leave, sick leave (including carer’s leave) or special leave. No relief appointment will be made when the Manex member is absent from work to attend conferences or other work related functions, irrespective of the length of the absence.

In situations where an Acting General Manager or Acting Director is appointed by the General Manager or Director to act in the absence of the usual incumbent, the person so appointed will be paid higher duties pay.
In the case of an Acting General Manager, such pay will be 50% of the difference between the Director’s usual remuneration package and the General Manager’s total remuneration package, less any amount retained by Council to meet its obligations under the Superannuation Guarantee Act.

In the case of an Acting Director, higher duties pay will be in accordance with Policy HR.4.08.

**HR.4.10 Employee Assistance Program**

It is Council policy to establish and maintain an Employee Assistance Program (EAP) to help employees to maintain healthy levels of emotional and physical well being. The EAP is designed to provide short term counselling and referral services to employees who may be experiencing a range of emotional problems. Participation is voluntary and completely confidential.
HR.5.01 Issue of Reference under Seal

In accordance with the provisions of the Local Government Act 1993, the Council is not permitted to issue references under the Common Seal of Council as it does not constitute “Council Business”.

HR.5.02 Issue of Certificates of Service Policy

It is Council policy to issue, on request, a Certificate of Service to employees on termination from Council. As is required by the Award, Council will provide a Certificate of Transfer to another Council should the employee be eligible for continuous service with that Council.

HR.5.03 References Policy

It is Council policy to only allow persons with delegated authority from the General Manager to issue references on behalf of Council, using Council letterhead. Under no circumstances will staff without that authority issue such Council references.

HR.5.04 Retrenchment/Redundancy Policy

Redundancy is not favoured at Glen Innes Severn Council, particularly for non-management positions. Where practicable, there is guaranteed employment for current permanent staff, subject to:

(i) Willingness on the part of staff to work and to gain the skills deemed necessary to achieve the required work outcomes in both current and possible new positions.

(ii) Staff acceptance of the need for flexibility, multi-skilling and improved work practices.

(iii) Acceptance that jobs in the future may not be the same and that:

- the nature and expectations of the job may change;
- employees may be moved to new and different positions provided they are given the required training to obtain the necessary skills.
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Any deemed necessary reduction in staff numbers should be, as far as possible, by natural attrition, except perhaps at senior management or specialist level positions where circumstances may result in suitable alternative employment not being available. Should a redundancy become unavoidable it will be dealt with strictly in accordance with the terms of the appropriate Award.

HR.5.05 Abandonment of Employment Policy

It is Council policy to issue a letter notifying “abandonment of employment”, after seven (7) days, should an employee fail to notify or report for duty, and after reasonable attempts have been made by Council through the employee's director/manager/supervisor, to contact that employee.

HR.5.06 Exit Interviews

It is Council policy to conduct exit interviews with employees upon retirement, resignation and termination of service, in order to allow such staff the opportunity to state their reasons and provide opinion on how the working environment of Council and/or job satisfaction could be improved.

HR.5.07 Gifts on Termination of Employment

It is Council policy to present employees who have completed at least five (5) years service, and whose service is terminated for any cause other than poor performance or misconduct, with a gift to the value of $100.00, plus $10.00 for each completed year of service greater than five (5) years.

If termination occurs within six months of an employee receiving a service recognition award (other than a five year award), the service recognition award will count as the termination gift and no further gift will be made (refer Policy HR.3.03).
HR.6.01 Annual Leave

It is Council’s policy to provide employees with annual leave in accordance with the appropriate award or statute.

The taking of such leave is to be at a mutually convenient time and is to be approved in advance by the employee’s supervisor or relevant Director. Except in emergency situations, employees are required to give at least two (2) weeks notice when applying for annual leave.

Line managers / supervisor with delegated authority to approve leave shall only approve annual leave applications of up to four (4) weeks per instance. Leave applications in excess of four weeks shall be referred to the relevant Director for approval.

It is Council’s policy to restrict the accumulation of annual leave to eight weeks maximum.

Council may, at its discretion, direct employees to take annual leave in conjunction with:

- an annual close down of up to four weeks, or
- where the employee has accumulated in excess of the maximum accrual.

Under such circumstances, Council shall provide employees with a minimum of four weeks prior notification.

HR.6.02 Sick Leave

It is Council policy to require of employees written proof of illness or injury after three (3) separate periods of absence in each service year or where an absence exceeds two (2) working days.

Written proof for periods up to and including two (2) days may be in the form of a Statutory Declaration or medical certificate. Absences exceeding two (2) days must be supported with a medical certificate / written proof from a qualified medical / health practitioner (registered with the appropriate government authority).

Council reserves the right to require employees to attend a medical doctor nominated by Council at Council’s cost.
HR.6.03 Long Service Leave

It is Council’s policy to provide employees with long service leave in accordance with the appropriate award or statute.

The taking of such leave is to be at a mutually convenient time and is to be approved in advance by the employee’s supervisor or relevant Director. Except in emergency situations, employees are required to give at least three (3) weeks notice when applying for long service leave.

Long service leave will only be approved after employees have exhausted all annual leave in excess of the maximum accrual for annual leave (refer Policy No. HR.6.01).

Line managers / supervisor with delegated authority to approve leave shall only approve long service leave applications of up to four (4) weeks per instance. Leave applications in excess of four weeks shall be referred to the relevant Director for approval.

It is Council’s policy to enforce the taking of long service leave in accordance with relevant award provisions. In the case of the Local Government (State) Award (or its equivalent), long service leave shall be taken within five years of it falling due.

HR.6.04 Carer’s Leave Policy

It is Council’s policy to provide employees with carer’s leave in accordance with the appropriate award and the following conditions.

An employee who has to provide care and support for a “class of person” (as defined in the Award) who is sick or ill, is entitled to use any current or accrued sick leave entitlements, subject to the following conditions:

- the person being cared for must be an eligible person in the Award,
- the person being cared for must be ill, such that he / she requires the care and support of another person,
- the employee must be primarily responsible for the care and support of the person concerned for the period of the leave,
- the employee must have sick leave to cover the period applied for,
- periods of leave up to two (2) days shall require a Statutory Declaration,
- extended periods of carer’s leave (more than two days) shall require a medical certificate, and
- Statutory Declarations and medical certificates must have the following information:
  - the name of the person requiring care and that person’s relationship to the employee,
  - that the illness of the person requiring care is such as to require the care and support of another person,
  - that the employee is the person solely or primarily responsible for providing such care and support, and
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- the anticipated period of the illness.

The following examples are provided as a guide to assist with the application of the Carer’s Leave Policy.

Situations where Carer’s Leave would apply are:

- A child at home from school due to an illness such as measles where the other parent is unavailable to care for the child,
- A person who is hospitalised and is emotionally vulnerable or unstable (for example, a young child) and requires a family member for support,
- A person who is travelling to another centre for medical treatment or tests as a result of an illness, where such person may not be able to safely travel on his / her own and requires support,
- A woman who has experienced medical complications from the birth of a child (including an operation) who requires the support of her partner to recover.

Situations where Carer’s Leave would not be approved are:

- A child at home from school due to an illness where the other parent is at home to care for the child,
- A hospitalised person who is emotionally well and doesn’t require the ongoing support of another person (in this example, the hospital medical staff are the primary care givers),
- A person who is travelling to another centre for medical treatment or tests as a result of an illness, but is able to safely drive to and from the venue.
- A woman who has had normal childbirth and has no associated complications (in this case, supporting parents leave, annual leave or other paid leave should be used by the partner).

HR.6.05 Health and Wellbeing Leave

It is Council’s policy to provide eligible employees with up to two (2) days paid leave per calendar year from their accrued sick leave balance to participate in an approved health and / or wellbeing activity, subject to the following:

1. The granting of paid leave is at the discretion of Council;
2. The taking of paid leave must not result in the employee having an accumulated sick leave balance of less than three (3) weeks; and
3. Council may require proof of participation in the health and / or wellbeing activity to justify payment.

Health and wellbeing leave is intended to be used for the purpose of attending medical appointments, dental appointments and other activities designed to proactively manage employees’ health and wellbeing and that are not covered by usual sick leave. The granting of health and wellbeing leave must meet these guidelines and is subject to the consent of Council.
HR.6.06 Paid Maternity Leave Policy

It is Council’s policy to extend the provisions of paid maternity leave under the Local Government (State) Award (or its equivalent), comprising nine weeks on full pay or eighteen weeks on half pay, to all female staff employed under other awards or agreements, unless specifically excluded by the individual agreement. Such leave is granted subject to other staff meeting the minimum qualifying conditions in the Local Government (State) Award (or its equivalent).

HR.6.07 Defence Service Leave Policy

It is Council policy to encourage and support its employees involved in Defence Reserve service. The Council believes that Reserve members are a vital component of the Australian Defence Force and that it is in the national interest to ensure that Reserve members are appropriately supported in their employment.

To this end, Council will ensure that employees are not disadvantaged in their employment because of their Reserve service. In addition, Council will provide Reserve members with two weeks defence service leave on make-up pay each service year.

HR.6.08 Emergency Services Volunteer Leave Policy

It is Council policy to recognise and support the vital contribution that volunteers make to emergency services.

Council will ensure that employees are not disadvantaged in their employment because of volunteer service with the Rural Fire Service, State Emergency Service and Volunteer Rescue Association.

In addition to Award entitlements, which must be used first, Council will provide volunteers with one week per service year on full pay to attend legitimate emergencies and essential training exercises within the Glen Innes Severn Council area with one or more of the above organisations, or outside the Council area if called up by the relevant state governing body to attend a state or national emergency.

Note: Emergency services volunteer leave shall not be additional to retained fire fighters leave. The maximum combined total for all types of leave will be one week per year.

HR.6.09 Retained Fire Fighters Leave Policy

It is Council policy to recognise and support the vital contribution that retained fire fighters make to NSW Fire Brigades.

Council will ensure that employees are not disadvantaged in their employment because of retained service with NSW Fire Brigades. In addition to Award entitlements, which must be used first, Council will provide
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retained fire fighters with one weeks leave per service year without loss of pay to attend fire fighting emergencies and essential training exercises within the Glen Innes Severn Council area.

Note: Retained fire fighters leave shall not be additional to emergency services volunteer leave. The maximum combined total for all types of leave will be one week per year.

HR.6.10 Leave without Pay

Note: This Policy applies to applications for leave without pay taken for recreational purposes. It does not apply to unpaid parental / maternity leave or unpaid sick / emergency leave.

It is Council policy to consider applications for leave without pay from staff members having not less than twelve months service, having regard for the merits of each case and the performance of the employee concerned, subject to the following conditions:

4. Leave shall be taken at a mutually convenient time and Council reserves the right to refuse leave.

5. Other paid leaves (annual, long service, accrued, etc) must be used before leave without pay will be approved.

6. The period of leave without pay shall be no less than two weeks and no more than one month (four weeks).

7. The total period of absence on leave, including all paid leaves, shall not exceed three months (thirteen weeks).

8. The employee concerned must agree to pay to Council the employee’s contribution to the applicable superannuation fund for the period of absence on leave without pay, if applicable in terms of such fund’s definition of “Leave Without Pay”.

9. The employee must acknowledge in writing that long service leave, sick leave and annual leave entitlements will not accrue during the period of absence on leave without pay.

10. The maximum leave without pay that can be taken shall be one period in every two service years.

All requests for leave without pay are subject to the approval of the General Manager or applicable Director.

HR.6.11 Accrued Leave

It is Council policy to keep to a minimum the balance owing to staff for accrued leave, being a combination of RDOs (where staff are authorised to accumulate RDOs) and time in lieu of overtime. Managers will be required to monitor accumulations by their staff within the following mechanism:
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1. Except under exceptional circumstances, staff cannot accrue more than six (6) days leave, comprising a maximum of three (3) rostered days off and three (3) days time in lieu of overtime.

2. All accrued leave must be taken prior to any use of annual leave or long service leave.

3. Accrued leave must be taken within 12 months of it being accrued.

HR.6.12 Executive and Managerial Leave

It is Council’s policy to grant an additional five (5) days paid leave per financial year to its Executive Management Team members (General Manager and departmental Directors) and all managers appointed at Grade 16 (Band 3 Level 3 of the Award) and above. Such leave shall be given as a token of appreciation for the employees’ commitment and the working of additional out-of-office hours, and as an incentive to retain these employees by assisting them to achieve work-life balance. This leave is subject to the following:

1. Employees entitled to Executive / Managerial Leave shall not be entitled to participate in Council’s Variable Working Hours Policy (Policy HR.2.02).

2. No more than two (2) consecutive days leave are to be taken at any one time, except during the annual Christmas close down (Christmas to New Year).

3. Any leave not taken within the financial year in which it is granted will be forfeited and will not be carried forward into the next financial year.

4. Directors must obtain written approval from the General Manager prior to taking any leave, following the approved procedures applicable at the time.

5. The General Manager must obtain written approval from the Mayor prior to taking any leave, following the approved procedures applicable at the time.

6. Managers must obtain written approval from the relevant Director prior to taking any leave, following the approved procedures applicable at the time.

7. The Payroll Officer will be responsible for administering Executive / Managerial Leave in accordance with this Policy.
SECTION 7

HEALTH AND SAFETY

HR.7.01 Work Health and Safety (WHS) Policy

It is Council policy to provide a safe and healthy work environment for employees, contractors, volunteers, customers and visitors. This commitment extends to ensuring that the organisation’s operations are conducted in such a manner as to minimise the risk of injury or illness to all persons at the workplace.

To achieve this, Council will:

- Provide a safe place of work, including safe plant, equipment and systems of work.
- Ensure compliance with legislative requirements and current industry standards.
- Consult with employees on all safety matters.
- Provide written procedures and instructions to ensure safe systems of work.
- Provide information, instruction, training and supervision to employees, contractors, volunteers and customers to ensure their safety.
- Provide support and assistance to employees.

HR.7.02 Injury Management and Return to Work Policy

It is Council policy to provide a safe, productive and happy workplace and in the event of an accident, a mechanism to ensure that the employee is returned to the workforce, either to full duties or a position which recognises and is within the employee’s physical capacity. As such Council shall have in place a safety program and an injury management and return to work program to:

1. Prevent, as far as is practicable, occupational injuries and illnesses by providing a safe and healthy environment.

2. Where injury does occur – ensure the early commencement of occupational rehabilitation by starting the return to work process as soon as possible after injury or illness occurs, in a manner consistent with medical opinion.

3. Develop an attitude within the workplace, which ensures that a return to work as soon as possible after injury is a normal expectation.
4. Provide suitable duties to injured staff members so as to enable them to return to work when they are partially incapacitated and thus participate in the workplace based return to work program.

5. Consult with staff and, where applicable, any industrial union representing workers, both in the development and implementation of the general return to work program.

6. Develop mechanisms to ensure that participation in a return to work program will not, of itself, prejudice or disadvantage an injured worker.

HR.7.03 Vaccination Policy

It is Council policy to maintain the health and safety of staff by providing protection via a vaccination program to those staff considered to be at risk from occupational diseases such as Hepatitis A and B. To this end, Council will develop an immunisation program in line with recommendations in the National Immunisation Handbook.

HR.7.04 Sun Safety Awareness Policy

It is Council policy that all staff will be offered information regarding skin cancer due to sun exposure. Staff members are required to wear suitable apparel issued by Council (under Policy HR.2.06), which offers appropriate protection for the skin, including three quarter length sleeved shirts, broad brimmed hats or legionnaire style caps, long shorts or trousers. Staff should use factor 30+ sun screen lotion on all areas of exposed skin and apply this at recommended intervals. Efforts should be made, where possible, to work in the shade.

HR.7.05 Emergency Evacuation Policy

It is Council policy to establish comprehensive procedures to safeguard staff, other personnel on site, neighbouring occupants and dwellings and to minimise disruption to normal business, should an emergency occur. To this end, emergency staff will be appointed and trained and all staff will be made aware of evacuation procedures including regular evacuation drills.

HR.7.06 Alcohol and/or Drug Abuse in the Workplace Policy

It is Council policy to provide a safe workplace environment by ensuring it is free from the influences of drugs and alcohol. This policy is directed towards maintaining a satisfactory level of employee health, safety and work performance and addresses both the welfare of the individual and the health and safety of others.

The use of illicit substances and alcohol in the workplace whilst on duty – including Council premises and buildings, parks, reserves, vehicles and plant
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– is prohibited. The General Manager (within the law) may waive this requirement where circumstances warrant – for example a staff farewell, staff party, Christmas party or a Council sponsored social event.

Staff members are required to present themselves for work in an unaffected state. Employees who are taking prescribed drugs that may affect or inhibit their work performance or safety have a duty to report such medications to their supervisor, who will determine an appropriate course of action.

Employees who voluntarily seek help for drug and / or alcohol use / dependence will be offered support via Council’s Employee Assistance Program in overcoming this dependence.

HR.7.07 First Aid Policy

It is Council policy to ensure that procedures are in place to ensure that adequate first aid facilities are provided, such facilities are appropriately maintained, relevant information is available to all persons, and appropriate first aid training is provided.

Council will also ensure that first aid responsibilities are included, where appropriate, in position descriptions.

HR.7.08 Driver Licence Policy

It is Council policy that all new employees who are employed to drive Council vehicles (either as a driver, or allocated a vehicle as part of their employment conditions) will hold and continue to hold a valid and current NSW driver’s licence. This includes permanent, temporary or casual staff. The human resources section will verify the licence, a copy of which will be placed on the appropriate file.

It is the responsibility of employees to immediately notify Council in the event of loss of licence. Depending on the nature of the employment and individual circumstances, failure to notify loss of licence may result in disciplinary action and / or loss of employment.

HR.7.09 Smoking in the Workplace Policy

It is Council policy to prohibit smoking in enclosed or semi enclosed Council work places, including vehicles and plant, and within 10 metres of any building or work crew, in the interest of maintaining a safe and healthy work environment and protecting employees and visitors from passive smoking illnesses.

Council will assist employees who wish to give up smoking by the issue of free QUIT packs and referral to Council’s Employee Assistance Program.
HR.7.10 Medical Examinations (Pre-Employment) Policy

It is Council policy to ensure that all employees meet the minimum physical and medical requirements for positions to ensure their health and safety, by undergoing appropriate pre-placement medicals. Refer to Policy HR.1.04 for details.

HR.7.11 Provision of Amenities for Construction Work

It is Council policy, where practicable, to provide appropriate amenities at all construction sites in accordance with the WorkCover NSW Code of Practice for Managing the Work Environment and Facilities.

HR.7.12 Long Distance Driving Policy

It is Council policy to establish practices and procedures to ensure the health, safety and welfare of employees who are required to drive long distances as part of their working day.

Employees who are required to drive long distances are to take rest breaks of a minimum of five minutes every two hours to combat driver fatigue. Such breaks are to be recorded in the appropriate logbook or form.

If total combined driving and training / work time is likely to exceed twelve hours in a day, employees are to break their journey by staying overnight in appropriate accommodation.
HR.8.01  Equal Employment Opportunity (EEO) Policy

Council is committed to providing a workplace that is free of harassment and discrimination and eliminating those factors and barriers that impede access to equal employment opportunities. To achieve this Council will, through its EEO Management Plan and program, ensure that:

(i) All current and future staff are given equal opportunity when applying for employment, promotion and training;

(ii) Discriminatory practices are removed from personnel, recruitment and training procedures;

(iii) Staff are selected on their merits and the skills required for the job, regardless of their age, pregnancy, race, sex, colour, marital status, physical or intellectual disability or sexual preference;

(iv) Council policies are continuously reviewed to eliminate any discrimination;

(v) Physical barriers to employment are removed.

HR.8.02  Workplace Discrimination and Bullying / Harassment Policy

Glen Innes Severn Council considers workplace bullying and harassment unacceptable and will not tolerate such behaviour under any circumstances.

Workplace bullying is ‘the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice’. It may include behaviour that intimidates, offends, degrades or humiliates an employee, or repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, that may undermine an individual's dignity at work.

Council is committed to ensuring that it provides its employees with a work environment that is free from bullying and harassment and accordingly has developed procedures to deal with such behaviour.

Refer to Council’s Workplace Discrimination and Bullying / Harassment Policy and Procedures for further information and a full copy of the procedures for resolving bullying or harassment issues.
HR.8.03 Workplace Grievance Resolution Procedure

It is Council policy to provide a mechanism by which aggrieved employees may receive prompt, fair and consistent consideration of their complaints, employment problems within the organisation are resolved in a spirit of fairness and cooperation, and grievances are minimised by taking early preventative or corrective action.

To this end, Council has Grievance Resolution Procedures, which deal with the resolution of grievances and harassment in the workplace. The procedures are designed to protect the rights of all employees and will contribute to a more consultative and better work environment.

Refer to Council’s Grievance Resolution Policy and Procedures for further information and a full copy of the procedures for resolving grievances.

HR.8.04 Unsatisfactory Performance / Disciplinary Procedures Policy

It is Council policy to ensure that all employees are treated with fairness and consistency through the establishment of procedures for dealing with unsatisfactory work performance and/or conduct. The process as described in the relevant award will be adhered to.

Appropriate warnings will be given and / or disciplinary action will be taken if, after establishment of the facts, any staff member is found to be at fault/guilty of any of the following:

(i) Any form of conduct, in the performance of a staff member’s duties, which may cause any reasonable person unwarranted offence or embarrassment or which contravenes Council’s Code of Conduct, or which may be interpreted by any reasonable person to constitute misconduct;

(ii) Using alcohol or illicit substances, or being under the influence of alcohol or illicit substances, while at work,

(iii) Any wilful disobedience or disregard of any lawful and reasonable direction made or given by any person having authority to give such direction;

(iv) Negligence or carelessness in the discharge of his/her duties;

(v) Unsatisfactory work performance, inefficiency or incompetence;

(vi) Any disgraceful or improper conduct such as to bring discredit on the Council or otherwise prejudice his/her ability to function in their position.

(vii) Harassment or bullying of other employees;

(viii) Wilful misuse of council property, irrespective of value;
(ix) Theft of or wilful damage to council property, irrespective of value;
(x) Failure to comply with Work Health and Safety standards and requirements;
(xi) Poor attendance and/or punctuality;
(xii) Serious misconduct; or
(xiii) Corrupt conduct.

Appropriate disciplinary actions may include but are not limited to:

(i) Counselling of staff member;
(ii) Implementation of a Performance Improvement Plan (in cases of unsatisfactory work performance);
(iii) Admonishment or reprimand;
(iv) A written warning;
(v) Demotion to a lower grade either permanently or for a period to be determined;
(vi) Suspension from duty without pay for a specific period;
(vii) Dismissal, including summary dismissal, for gross misconduct or where continual breaches and counselling have failed to resolve the matter (consistent with the relevant award and legislative requirements).

If disciplinary action is necessary, Council will follow a process that affords the employee the benefit of ‘procedural fairness’, which means that, following a proper investigation of the facts and circumstances, the employee will be given an opportunity to respond to the allegations.

To ensure procedural fairness, the following minimum steps should be taken:

(i) A meeting will be held with the employee to discuss the matters that are the subject of the disciplinary process. The employee will be given advance notice of the meeting and what will be discussed at the meeting, and his / her right to have a support person present.

(ii) At the meeting the issue(s) of concern(s) or allegation(s) will be put to the employee, including, where appropriate, any evidence upon which those concerns or allegations are based. The employee should be provided with sufficient information to enable them to properly understand the nature of the issue(s) of concern or allegation(s).
(iii) The employee will be given an adequate opportunity to respond to the concerns or allegation(s).

(iv) The director / manager will, in conjunction with human resources staff, consider the employee’s response and make any further enquires or investigations that may be necessary.

(v) After making any further enquiries or investigations which may be necessary and after consideration of the response or explanation of the employee, the director / manager will determine whether the concern(s) or allegation(s) have been proven or substantiated on the balance of probabilities.

(vi) If it is determined that all or some of the concerns or allegations are proven / substantiated and the Council considers that disciplinary action is appropriate, the employee should be given the opportunity to respond to the proposed disciplinary action.

(vii) At any stage the employee is entitled to request and have a union representative or support person present.

In the event that an investigation is required, Council will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee fairly and promptly.

Before Council takes disciplinary action against an employee, the employee should be provided with written notice of the following:

(i) The disciplinary action to be taken;

(ii) The grounds on which the disciplinary action is taken; and

(iii) The particulars of conduct claimed to support the grounds.

The employee should be given a reasonable opportunity to respond to the information contained in the written notice. Council will give consideration to any issues raised by the employee before disciplinary action is implemented.

The procedures outlined above are intended as a guide only to the disciplinary procedures which may be implemented by Council and should be read in conjunction with the Disciplinary Procedures of the Local Government (State) Award. In every case, the actual disciplinary procedure to be adopted will be a matter for Council’s discretion, having regard to the employee’s position and after consideration of the circumstances of the case as a whole.

Nothing in this Policy prevents Council from issuing a final warning at any stage of the process. Similarly, if the circumstances warrant, nothing in this Policy prevents Council from dismissing an employee at any stage of the procedure set out in this Policy, for example in circumstances involving wilful or serious misconduct by an employee.
HR.8.05 Workplace Display Material Policy

It is Council policy to maintain a healthy environment, free from harassment and racism and to ensure that its workplace reflects community expectations and does not have the potential to be offensive.

The aim of this policy is to eliminate from Council workplaces the display of sexually and racially denigrating material and any other material likely to cause offence.

HR.8.06 Child Protection (Employment Screening) Policy

Glen Innes Severn Council recognises its responsibility to all children and young people who use Council services and is committed to these services being provided in a safe and healthy environment – without any abuse or ill treatment.

All positions involving child-related employment, as defined in the Commission for Children and Young People Act 1998, will be identified and staff appointed to such positions will be required to undergo a Working with Children Check.

HR.8.07 Child Protection (Reporting of Allegations of Abuse) Policy

In accordance with legislative requirements, Glen Innes Severn Council will develop and implement appropriate policies and procedures to deal with and report allegations of child abuse made against staff members.

HR.8.08 Interaction Between Staff and Councillors

Glen Innes Severn Council supports the following principles regarding the interaction between staff and councillors:

1. The General Manager is responsible to the Council for the performance and direction of all staff, as well as the day-to-day management of the Council. As such, the General Manager forms the communication link between staff members and councillors. However, the General Manager acknowledges the impracticality of directing all communication through him, and has authorised Directors to assist in this task.

2. It is therefore appropriate that all councillor requests for advice, information and approaches to staff (outside the forum of a Council or Committee Meeting) be directed to the General Manager or applicable Director.

3. Similarly, it is appropriate for staff members not to approach councillors directly on any staffing or political issues. Such approaches should be made via their Director.
4. All written communications (including emails) addressed to councillors are to be signed / undertaken by the General Manager or a Director.

The last mentioned principle is to ensure that correspondence with councillors is coordinated in a professional manner and to ensure that good, accurate and concise advice, which does not cut across one another or other departments, is always given. The General Manager and Directors are in the best position to formulate advice on across-the-organisation knowledge and Council’s general policies. This policy is not intended in any way to restrict information.
CODE OF CONDUCT

HR.9.01 Code of Conduct Policy

It is Council policy to rigidly enforce Council’s adopted Code of Conduct, as supplied and explained to every employee on the first day they commence with Council. The induction manual and program also reinforce the standards expected of staff and compulsory training and information will be supplied on a regular basis.

HR.9.02 Misconduct Policy

Council will not tolerate misconduct and members of staff must refrain from any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment or which contravenes the Code of Conduct.

All matters considered as being misconduct will be dealt with under the provisions of Policy HR.8.04 – Disciplinary Policy, the Local Government Act and the appropriate Award.

HR.9.03 Dress Code Policy

It is Council policy to require staff to be of neat appearance, dress acceptably and not offend either fellow employees or the public. Casual recreational dress such as jeans, jogging shoes and the like are not appropriate for clerical or community services staff, particularly where an employee may come into contact with customers. This policy should be read in conjunction with Policy HR.2.05 and Policy HR.2.06.

The above will be deemed not to apply for the period of the Glen Innes Severn Celtic Festival, when staff members are encouraged to dress in “Celtic theme” clothing to contribute to the general atmosphere and ambiance of the mentioned festivities.

The dress code may also be waived by the General Manager for other special events / duties, such as Jeans for Genes Day and community services’ outings or excursions where less formal clothing is appropriate.

HR.9.04 Tendering by Staff for Impounded Articles Policy

It is Council policy that Council staff and their immediate family are excluded from tendering for impounded articles under any circumstances. This also excludes any other person tendering on behalf of an employee or their immediate family.
GLEN INNES SEVERN COUNCIL

HR.9.05  Secondary Employment and Conflict of Interest Policy

It is Council policy that Council employees are prohibited from engaging for remuneration in any private employment or contract work outside the service of Glen Innes Severn Council, which does or could cause a conflict of interest with the employee (i.e. if the employee’s private work leads to or could lead to situations where he/she would have to declare a conflict of interest and refrain from involvement in matters regarded as normal work).

As a guide, the engagement in private work by Council staff is to be generally limited to work with organisations or persons who:

1. Do not undertake work or provide business services for the Council.
2. Do not submit applications to the Council for approval or for any regulatory inspections.
3. Do not or are unlikely to undertake work in the Council area which would require Council approval, inspections, or enforcement of regulations.
4. Do not act in a professional capacity in the alteration or development of land or property; or in relation to any matter requiring Council approval in the Glen Innes Severn Council area.

This policy applies to all staff and may be of particular relevance to those involved in building applications, development applications, subdivision applications, health enforcement, inspections, sign regulations, regulation enforcement and supervision of contractors.

All employees who engage for remuneration in private employment or contract work outside the service of Council where that employment or work relates to the business of the Council or that might conflict with the employee’s Council duties, are required to make written application in the prescribed format to the General Manager of the details and the basis of such employment. The General Manager will then consider if such application is in order or whether there is any necessity to prohibit the employee from engaging in that work.

This policy statement must be read in conjunction with the “Secondary Employment of Council Staff (Conflict of Interest, Probity, Honesty and Perception) Memorandum from the General Manager dated 4 October 2005, incorporating the applicable Application Form.”
It is Council policy in relation to gifts to staff that:

1. **Gifts of Substance**

   Any gifts of substance (as a guide, over $50 in estimated value) shall be refused, returned or declared to the General Manager for recording in the central Gifts Register, with a view to return, forwarding to a local charity, or dealing with in some other appropriate manner.

2. **Gifts of a Token Nature**

   Gifts of a token nature (as a guide, under $50) should only be accepted after giving due consideration to the requirements and obligations of the Local Government Act, the Independent Commission Against Corruption Act and Council’s Code of Conduct.

   *Note: A more complete definition of gifts of substance and token gifts can be found in Council’s Code of Conduct under Section 7, Personal Benefit.*

Remember – the Independent Commission Against Corruption has set out a simple rule that no public official should accept a gift if it could be seen by the public as intended or likely to cause the official to do his or her job in a particular way, or deviate from the proper course of duty.

Under no circumstances should a gift of any kind or any hospitality be accepted from an applicant or person associated therewith in regard to any current application or matter requiring a decision or determination by the Council. Also, under no circumstances are donations, sponsorship or gifts to be sought or accepted to support the holding of any staff social function.

Further, it is Council’s policy that no staff member shall accept a gift, of any description or value, from any organisation with which it has a commercial relationship either as a supplier or receiver of goods or services.

### HR.9.07 Internal Reporting Policy

Council is committed to the objectives of the NSW *Public Interest Disclosures Act 1994*, which aims to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention, local government pecuniary interest contravention and other wrongdoing in the public sector.

To this end, Council has established an internal reporting system for the reporting of disclosures by Council’s staff or councillors. Such internal disclosures may be made to the Disclosure Co-ordinator, nominated disclosure officers, the General Manager, or the Mayor (if the disclosure concerns or involves the General Manager or a councillor).
GLEN INNES SEVERN COUNCIL

Council will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of the disclosure.
HR.10.01 **Staff Statements/Comments to the Press**

It is Council policy that whilst staff are encouraged to cooperate with the media by providing information of a factual nature, they should not express opinion on matters of Council policy and personal comment on behalf of Council which is the prerogative of the Mayor and General Manager.

HR.10.02 **Court Attendance during Council Time**

It is Council policy not to allow staff members to attend court during Council time, unless a subpoena has been served. The only exception to this being in cases where action has been initiated by the Council or where an employee is required to attend for jury service.

HR.10.03 **Use of Private Vehicles on Council Business**

It is Council policy, whenever possible and reasonably convenient, to provide a Council vehicle for the use of employees in the execution of their duties/functions.

It is further Council policy that no employee is permitted to use their own private vehicle on Council business unless the following principles are adhered to:

1. The vehicle is registered for road use, is roadworthy and is generally safe for the intended function or purpose;
2. A current comprehensive insurance cover for the vehicle is in place and the relevant certificate is produced to verify the cover;
3. The employee is authorised in writing by their manager or director to use their private vehicle. Such authority is to be renewed annually when the vehicle’s insurance cover is extended or when a replacement vehicle is acquired;
4. The employee is paid the prescribed per kilometre rate as specified in the relevant award.
HR.10.04 Non-Employees Travelling in Council Owned Vehicles

It is Council policy to permit, if requested, persons other than Council employees to accompany employees to work related functions outside the Glen Innes Severn Council area, where such travel is to be undertaken in a suitable passenger vehicle supplied by Council that requires no higher than a Class C driver’s licence to operate.

The presence of such other persons must not compromise safety, infringe legal requirements, expose Council or Council’s property to additional risk or damage, impair or detrimentally affect work activities, or result in any additional cost to Council.

Written permission for another person(s) to accompany the employee must be sought in each and every instance from the relevant section manager / supervisor. Council reserves the right to refuse such a request.

Apart from the above circumstances, and those where an employee has the right to have other persons present in a vehicle due to leaseback arrangements, persons other than Council employees are not to be present in any Council vehicle or plant.

Note: This Policy is not intended to apply to non-employees who have a legitimate work related reason for being in a Council owned vehicle, such as community services volunteers or clients. It is intended only to cover those instances where an employee requests permission, on personal grounds, to have a non-employee (such as a family member) present on a journey.

HR.10.05 Blood Donations during Work Hours

It is Council policy to allow staff members to give three-monthly blood donations to the Australian Red Cross Blood Service during ordinary working hours and to be paid their normal wages for such time off, provided donations are given at the Glen Innes Donor Centre, the time taken off is no longer than what is necessary to give the donation, and it does not unduly interfere with work requirements.

HR.10.06 Damage to Council Property due to Negligence of Staff Members

It is Council’s policy to pursue compensation from employees who negligently or wilfully cause damage to Council’s property and in circumstances where the negligence or wilfulness of the employee’s actions is established on the balance of probabilities. Action to recover costs may include, but not be limited to, pursuing compensation through a civil debt recovery claim.
Appendix 1 Organisation Structure (Update)
MEMORANDUM

TO: ALL STAFF
FROM: HEIN BASSON, GENERAL MANAGER
SUBJECT: CONFIRMATION OF VARIABLE WORKING HOURS ARRANGEMENTS
DATE: 26 OCTOBER 2005

The purpose of this memo is to confirm current arrangements for Variable Working Hours Schemes (VWHS) operating within Council’s workforce.

A VWHS is a scheme in which an employer and its employees enter into an arrangement for the employees to have a rostered day off (RDO) or some other flexible working hours arrangement, eg flexi time. Some VWHS are included in awards and others, including those at Glen Innes Severn Council, are agreed voluntarily between the employer and employees.

A VHWS usually applies to full-time employees who work regular hours. Due to the nature of their employment, part-time and casual employees would not normally participate in such a scheme.

Due to operational considerations, not all individuals or work groups are able to participate in a VHWS. Individuals and groups at Council that currently do not participate are:

- Directors
- Library
- Glen Innes Visitors Centre / Tourism Services
- Gum Tree Glen Childrens Centre / Long Day Care
- Out of School Hours Care / Vacation Care
- Early Childhood Intervention / Aboriginal Play Group
- Garden Court / Aged and Disabled Direct Care
- Heron Lodge Group Home
- Glen Innes and Emmaville Swimming Pools
- Yetman MSO
- Saleyards
- Garbage Truck Operator

Church Street Office
136 Church Street Glen Innes NSW 2370
Phone (02) 6732 2555 Fax (02) 6732 3634
ABN 81 365 002 718 www.gisc.nsw.gov.au

All communications to be addressed to the General Manager
PO Box 61 Glen Innes 2370
For those individuals and groups that do participate in a VWHS, there are three separate schemes currently operating, which are:

- Calendar Month RDO
- Nine Day Fortnight
- Nine Day Fortnight with the Capacity to Bank RDOs

1. CALENDAR MONTH RDO

This scheme applies to:

- Finance / Administration staff (excluding Director and stores staff)
- Works and Infrastructure administration and technical staff (excluding Director and staff employed in works, water / wastewater and the workshop)
- Planning, Environment and Regulatory Services (excluding Director, Weeds Officer, Acting Ranger, swimming pool staff and parks staff)
- Northern Community Care / Brokered and Packaged Care (excluding Director)
- Executive Assistant / Human Resources Manager / OH&S Officer / Records Supervisor

The following arrangements will apply:

- Employees work an extra half an hour each day to accumulate time off.
- Participants have one nominated day off each calendar month.
- Days may be accumulated up to a maximum of 5 days and taken at a time that is mutually convenient to the employee and his / her supervisor.
- Employees may take accumulated days over the Christmas closedown period.
- If employees do not accumulate sufficient time to cover the Christmas closedown, the balance of time off is to be taken as annual leave.

2. NINE DAY FORTNIGHT

This scheme applies to:

- Works Staff (excluding Garbage Truck Operator)
- Parks Staff
- Workshop Staff
- Stores Staff
- Weeds Officer / Acting Ranger

The following arrangements will apply:

- Employees work 76 hours over a nine day period each fortnight.
- One day each fortnight is an RDO (either a Friday or a Monday, depending on which work group employees belong to).
- RDOs must be taken on the day they fall due and cannot be accumulated.
3. NINE DAY FORTNIGHT WITH THE CAPACITY TO BANK RDOS

This scheme applies to Water and Wastewater Staff.

The following arrangements will apply:

- Employees work 76 hours over a nine day period each fortnight.
- Every second Monday is an RDO.
- Employees may work the RDO on a roster basis and accumulate time worked.
- A maximum of five days may be accumulated and taken at a mutually convenient time.
- Employees may take accumulated days over the Christmas closedown period.
- If employees do not accumulate sufficient time to cover the Christmas closedown, the balance of time off is to be taken as annual leave.

**Time in Lieu of Overtime**

In addition to the above schemes, employees may elect to accumulate time in lieu of overtime. Such time is to be accumulated to a maximum of five days and may be taken at a mutually convenient time. Time in lieu may also be taken over the Christmas closedown period. The right to work overtime and accrue time in lieu is not automatic and employees must have prior approval on each and every occasion from the relevant supervisor / manager.

The arrangements detailed above are the only arrangements approved to operate at present. The relevant Director and / or General Manager must approve any future variations to these arrangements before such variations are implemented.

Hein Basson
General Manager
MEMORANDUM

TO:     ALL INDOOR STAFF
FROM:   LOTTJA JACKSON, DIRECTOR CORPORATE & COMMUNITY SERVICES
SUBJECT: CHANGES TO ROSTERED DAY OFF SYSTEM
DATE:   27 FEBRUARY 2007

This is to advise that, effective Monday, 12 March 2007, Council will be introducing changes to the rostered day off (RDO) system for indoor staff.

If you do not currently participate in the RDO system, the changes detailed in this memo will not affect you.

From 12 March 2007, the following conditions will apply:

- The RDO system will only apply to full-time employees who work five days per week and will only apply to currently participating workplaces.
- Participating employees will work an extra 22 minutes per day rather than the 30 minutes extra that is currently worked.
- Subject to sufficient hours being accrued, an RDO will be taken every four weeks, rather than each calendar month.
- Staff may still accrue RDOs, to a maximum of three (3) days.
- RDOs will not accumulate during periods of leave, which in practice may mean that employees are not able to take an RDO every four weeks if they have had leave.

The above changes went to the Staff Consultative Committee on 14 February 2007.

Your assistance in implementing the new system is appreciated. If you require further information, please contact Peter Sayers, Manager of Administration and Human Resources.

Yours faithfully

Lotta Jackson
Director of Corporate & Community Services