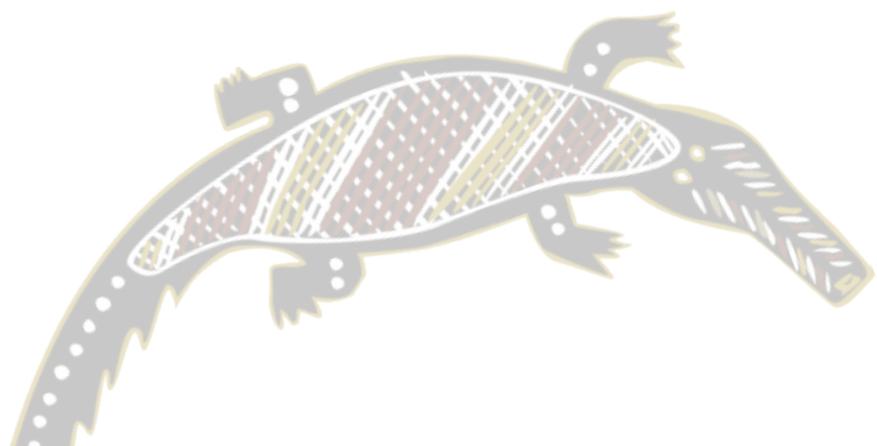


Policies & Procedures



Policy, Procedures & Guides Index

POLICY TITLE	LAST REVIEWED	UPDATED	IMPLEMENTED
ALCOHOL & DRUGS POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
ALCOHOL & DRUGS PROCEDURE	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
ANIT-DISCRIMINATION & EQUAL OPPORTUNITY POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
BOAT USAGE POLICY (RANGERS ONLY)	NEW POLICY	NEW POLICY	2 DECEMBER 2019
BUSINESS CONTINUITY & DISASTER RECOVERY POLICY	NEW POLICY	NEW POLICY	2 DECEMBER 2019
CHILDREN IN THE WORKPLACE POLICY	NEW POLICY	NEW POLICY	2 DECEMBER 2019
CLIENT COMPLAINTS POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
CODE OF CONDUCT	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
EMERGENCY EVACUATION POLICY & PROCEDURE	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
EMERGENCY MANAGEMENT PROCEDURE	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
EMPLOYMENT & SEPARATION UNDER THE LNAC EA GUIDE	NEW GUIDE	NEW GUIDE	2 DECEMBER 2019
FIRST AID POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
GRIEVANCE POLICY & PROCEDURE	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
HEALTH & WELLBEING POLICY	NEW POLICY	NEW POLICY	2 DECEMBER 2019
HOUSEKEEPING POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
INCIDENT REPORTING POLICY & PROCEDURE	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
INDUCTION POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
INFORMATION & COMMUNICATION TECHNOLOGIES SECURITY POLICY	NEW POLICY	NEW POLICY	2 DECEMBER 2019
INTERNET, EMAIL & SOCIAL MEDIA POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
LEAVE UNDER THE LNAC EA GUIDE	NEW GUIDE	NEW GUIDE	2 DECEMBER 2019
MANUAL HANDLING POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019

MEDIA POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
PERFORMANCE MANAGEMENT POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
PERFORMANCE REVIEW POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
POLICE CLEARANCE & WWC CHECK POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
PRIVACY POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
RECRUITMENT & SELECTION POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
RISK MANAGEMENT POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
RISK MANAGEMENT PROCEDURE	NEW POLICY	NEW POLICY	2 DECEMBER 2019
SUN SAFETY POLICY	NEW POLICY	NEW POLICY	2 DECEMBER 2019
TERMINATION & EXIT POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
TRAINING & DEVELOPMENT POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
TROPICAL CYCLONE PROCEDURE 2019-20	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
UNIFORM POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
VEHICLE SAFETY POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
WORKPLACE BULLYING POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019
WORK HEALTH & SAFETY POLICY	2 DECEMBER 2019	2 DECEMBER 2019	2 DECEMBER 2019



Alcohol & Drugs Policy

Policy ID: HR-ALD02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that an employee with such problems needs help and support from his/her employer. LNAC is committed to minimising the risks associated with employee and contractor use of alcohol and other drugs.
Scope	This policy applies to ALL employees and contractors of LNAC (referred to as 'employees' herein for convenience only).
Responsibility	<p>Employees/Managers have a responsibility to:</p> <ul style="list-style-type: none"> ➤ Recognise that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour; and ➤ Ensure that this risk is minimised.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

This policy involves two approaches:

- 1) Providing reasonable assistance to the employee with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem (see also the *Alcohol and Drugs Procedure*).
- 2) Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either:
 - An alcohol or drug dependency problem does not exist or;
 - Where treatment is not possible or has not succeeded.

Assistance for an employee

LNAC recognises alcohol or other drug dependency as a potentially treatable condition. Any employee who suspects that they have an alcohol and other drug dependency condition is encouraged to seek advice and to obtain appropriate medical treatment. Employee's also have a responsibility to report concerns about another work colleague's ability to safely perform their duties. The use of any of the rehabilitation services contained in this Policy and any self-identification will remain strictly confidential.

LNAC will, where possible, provide the following assistance to an employee:

- Helping the employee to recognise the nature of the problem, through assistance with a referral through a GP or to a counsellor through our Employee Assistance Program;
- Support during a period of treatment. This may include approving a period of sick leave or other leave, continuation in position or transfer to other work (depending upon what is appropriate in terms of the employee's condition and needs of LNAC); and/or
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own position or an alternative position.

LNAC's assistance will depend upon the following conditions being met:

- Diagnoses of an alcohol or drug dependency related problem; and/or

Alcohol & Drugs Policy

Policy ID: HR-ALD02

Version: 2



- The employee recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

LNAC and its employees **must** recognise the following limits to the assistance LNAC can provide:

- Where an employee fails to co-operate in referral or treatment programs, no special assistance will be given and any subsequent failure in work performance will be dealt with through the Performance Management Policy and its disciplinary procedures;
- If treatment is completed but is not successful, issues with poor performance will be dealt with through the Performance Management Policy and its disciplinary procedures; and/or
- An employee's continuation in his/her position, or in an alternative position, during or after treatment will depend upon the needs of LNAC at that time.

Fitness for Work

As an employee, it is your responsibility to be "fit for work". To be considered fit for work, an employee must be in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten the safety or health of themselves or others.

An employee will be deemed unfit for work under this Policy if any of the following apply, but not limited to:

- Where the employee is working in or visiting a LNAC work site and the employee's Breath Alcohol Concentration (BrAC) is greater than 0.00;
- The employee has drugs present in their saliva and urine that exceed cut-off levels (see Annexure A for details of cut-off levels);
- The employee has any other drug in their system which a medical practitioner advises could impact that employee's ability to safely perform their duties, whether or not such a drug is a prescription drug; or
- A "deemed positive" test result has been obtained (as set out at the *Failure to Comply with a Request* section of this Policy – see below).

Random Drug/Alcohol Testing

LNAC may request drug /alcohol testing be undertaken for all positions at any time and without reason. These tests will be carried out as part of a random testing scheme or as a result of a drug or alcohol related incident. ~~Employees will be required to agree to~~ Random drug and/or alcohol testing is a condition of employment/consultancy agreement (whichever applies).

The following arrangements will apply for random drug and/or alcohol testing:

- Testing is only to be carried out by trained employees or external parties authorised to conduct these tests.
- Testing should be conducted in accordance with the relevant Australian Standards:
 - AS 3547-1997: Breath alcohol testing devices for personal use
 - AS 4760-2006 and AS 4308-2008: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid and urine.
- Samples to be collected under supervised conditions, whilst respecting human dignity. Two identical samples are taken either on site or split in the test laboratory;
- Samples to be kept under "Chain of Custody" at all times;
- Screening test for alcohol/drugs to be carried out on-site with one sample, obtaining either negative or non-negative results;
- Any non-negative result obtained from on-site screening to be confirmed by approved scientific techniques to determine whether a "positive" result;
- Results to be reviewed by an expert and reported back;
- Second sample to be kept for further analysis as part of any appeal by the employee; and
- Confidentiality will be maintained at all times.



After a Confirmed Positive Test Result

The following steps are to be taken following a confirmed positive test result:

- The employee tested, their Supervisor/Manager and the Manager HR will be informed of the test result;
- The employee will be directed to attend a disciplinary meeting with their Supervisor and the Manager HR.
- If the result of the test is significantly higher than cut-off levels, the employee may be charged with serious misconduct and their employment terminated;
- If no charge is made the employee will stand-down without pay and not be permitted to return to work until they achieve a BrAC of 0.00 in an alcohol screening test and/or do not exceed the cut-off levels for urine or saliva screening in a drug screening test; and
- While off work as a result of returning a positive test result, it will be the employee's responsibility to keep in touch with their Supervisor/Manager about their return to work.

Failure to Comply with a Request

Refusal

Refusal by an employee to submit to or cooperate fully with the administration of the random drug and/or alcohol testing will be dealt with in accordance with the Breaches of this Policy section of this policy (see below).

Refusal will result in the employee being counselled on the spot as to the consequences of the refusal. The employee will then be directed to undergo the test. If the employee continues to refuse to undertake the test, it will be dealt with as a non-negative test result (a "deemed positive test").

The employee will be arranged transport home and be suspended from duty without pay until the incident is dealt with in accordance with the Breaches of this Policy section of the policy.

Prior to returning to the workplace, the employee must provide LNAC with a negative test result before being able to return to work.

Continued refusal to undertake testing will result in disciplinary action including termination of employment.

Avoidance

If an employee has presented for work and avoids a test, then they will be treated as having obtained a non-negative test result. Where an employee avoids a test, upon their return to work or next rostered shift they will be required to submit to a test. The employee may still be subject to disciplinary action up to and including termination of employment.

Adulterating samples

Adulteration (tampering) includes the addition of any substance in-vivo or in-vitro which may compromise the integrity of the sample specimen. Where it is found that an employee has tampered with an alcohol or other drug sample, disciplinary action will result including termination of employment.

BREACHES OF THIS POLICY

Disciplinary Action

In line with LNAC's Performance Management Policy and its disciplinary procedures, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs; and/or
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given); and/or
- Records a confirmed positive alcohol or other drugs test; and/or
- Fails to comply with a test or adulterates a test sample (as outlined above).



LNAC has discretion to take the appropriate disciplinary action for breaches of this Policy which may include termination of employment.

Serious breaches of this Policy may result in summary dismissal, and only in exceptional cases will either notice or minimised disciplinary action, such as issuing a final written warning, be applied.

Where a breach of this Policy occurs, but it is established that an alcohol or drug abuse related problem exists, and the employee is willing to co-operate in referral to an appropriate service and subsequent treatment, LNAC may, at its discretion, suspend application of the disciplinary procedure and provide assistance as described in the Alcohol and Drugs Procedure.

Employees who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Performance Management Policy and its disciplinary procedures.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



ANNEXURE A

Cut-off Levels for Drug Testing

What is a cut-off level?

- Cut-off levels are a measurement by which a drug test is deemed to be either negative or non-negative.
- Cut-off levels vary for each individual drug class and are determined by the AS/NZ 4308:2008 Drug Testing Standards.
- Traces of a drug or its metabolite may be found in urine, but must exceed a pre-determined amount to be deemed non-negative.
- In New Zealand, the AS/NZ 4308:2008 Standard dictates the cut-off levels for both immunoassay (on-site) screening and laboratory confirmations.

URINE TESTING:

The two tables below demonstrate the cut-off levels for immunoassay screening (Table 1) and laboratory confirmations (Table 2) for urine screening.

Table 1: AS/NZ 4308:2008 Immunoassay screening cut-off levels

Type of Drug	Cut-off level per ml of urine
Amphetamine type substances	300ng/ml
Benzodiazepines	200ng/ml
Cannabis - Metabolites	50ng/ml
Cocaine - Metabolites	300ng/ml
Cocaine - Opiates	300ng/ml

Table 2: AS/NZ 4308:2008 Laboratory confirmation screening cut-off levels

Type of Drug	Cut-off level per ml of urine
Amphetamines Methylamphetamine Methylenedioxy-ethylamphetamine Methyldndeioxy-amphetamine	150ng/ml
Benzylpiperazine* Phentermine* Ephedrine* Psuedoephedrine	500ng/ml
Diazepam Nordizepam Oxazepam Temazepam	200ng/ml



A-hydroxyl-airprazolam 7-amino-clonazepam 7-amino-flunitrazepam 7-amino-nitrazepam	100ng/ml
11-nor-delta-9 Tetrahydrocannabinol 9-Carboxylic acid	15ng/ml
Codeine	300ng/ml
Morphine	300ng/ml
6-Acetylmorphine*	10ng/ml

*These drugs may be optionally tested within each class and the specified cut-off levels shall apply

SALIVA TESTING:

Type of Drug	Cut-off level per ml of saliva
Amphetamine type substances	50ng/ml
Benzodiazepines	50ng/ml
Methamphetamine	50ng/ml
Cannabis - Metabolites	25ng/ml
Cocaine - Metabolites	50ng/ml
Cocaine - Opiates	50ng/ml



Alcohol & Drugs Procedure

Policy ID: HR-ALD02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that an employee with such problems needs help and support from his/her employer. LNAC is committed to minimising the risks associated with employee and contractor use of alcohol and other drugs.
Scope	This procedure applies to ALL employees and contractors of LNAC (referred to as 'employees' herein for convenience only).
Responsibility	Employees/Managers have a responsibility to: <ul style="list-style-type: none">➤ Recognise that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour; and➤ Ensure that this risk is minimised.
Monitoring & Review	<p>This procedure is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this procedure annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this procedure from time to time. This procedure is to remain in force until it is changed.</p>

Nature of these Procedures

These procedures define management responsibilities and provide guidelines on:

- Where assistance to an employee should be provided and the nature of and limits to such assistance; and
- The application of LNAC's Performance Management Policy.

Through referral to an appropriate health service LNAC will provide:

1. Advice and support to Managers/Supervisors on:
 - Whether an alcohol or drug related problem exists;
 - Progress in treatment; and
 - Return to work programs, or continuation at work, for an employee undergoing treatment or other appropriate arrangements.



2. Assistance to employees with alcohol or drug abuse related problems.

This advice and assistance does not include directly providing treatment or specialist help, which is the responsibility of GPs, hospitals and other agencies working in the field. LNAC will liaise (if necessary) with these persons and agencies and will assist employees referred in the following ways:

- Through counselling (via our Employee Assistance Program) to encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help;
- Providing advice and direction regarding obtaining treatment and specialist help; and
- Assisting in continuing on at work or achieving a successful return to work.

Drug and Alcohol Testing

All potential employees of LNAC have to undergo a pre-employment medical examination. As part of the examination the new employee will be required to provide to the testing medical practitioner a urine sample to be tested for drug and alcohol use.

All LNAC employees are required to participate in random drug and alcohol testing. Refusal to participate will lead to disciplinary action. Testing of current employees is via a saliva sample provided to the testing medical practitioner.

Recognition of the Existence of a Possible Alcohol or Drug Abuse Problem

Alcohol or drug abuse related problems can come to the notice of management through:

- Failures in work performance or behaviour necessitating use of the Performance Management Policy; and
- Other means, where an employee seeks or agrees to accept assistance on a voluntary basis.

Abuse of alcohol or drugs can affect performance and behaviour at work, either through:

- serious misconduct at work (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work); or
- where there is poor work performance or behaviour, and abuse of alcohol or drugs is a possible cause.

The employee's immediate Manager/Supervisor will be responsible for responding to such situations, carrying out either counselling or disciplinary investigations and interviews, supported as appropriate by HR. In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The Manager/Supervisor is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor. Any requirements of the Performance Management Policy regarding allowing the employee representation will be observed.

Diagnosing the Existence of an Alcohol or Drug Abuse Problem

Should an interview with an employee lead to the conclusion that an alcohol or drug abuse problem may exist, and the employee accepts the referral, the Manager/Supervisor should conduct the following:

- refer the matter to the HR Department, who will provide assistance on referring the matter;
- advise a GP or service provider that will be responsible for establishing whether or not a diagnosis of alcoholism or drug dependence can be made; and
- suspend any disciplinary action until diagnostic advice is obtained. Where appropriate, suspension arrangements in the Performance Management Policy should be followed.

If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the employee rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation requires.



Confirmation that a Problem Exists and Treatment Arrangements

If a positive diagnosis of an alcohol or drug abuse problem is made, and the employee agrees to co-operate in treatment, then treatment arrangements should commence.

Where necessary, the GP or service provider will advise the employee regarding treatment and will be responsible for monitoring progress with treatment and advising the Manager/Supervisor concerned. This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. Under these circumstances, disciplinary action should be discontinued unless the employee fails to co-operate with the treatment arranged.

The GP or service provider will advise on whether a situation has been reached where there is a lack of progress with treatment or lack of co-operation by the employee. Managers/Supervisors must review the facts and consider whether or not the Performance Management Policy is required.

Working Arrangements whilst undergoing Treatment

Where medical certificates are submitted by the employee undergoing treatment, sick leave should be granted. Should the employee continue to be fit for work during the period of treatment, he/she should be permitted to continue in his/her position, or in an alternative work arrangement, unless such an arrangement would have an adverse effect on LNAC. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged.

If an employee has been off work during the period of treatment, he/she will be required to undergo an assessment by their GP or service provider before returning to work. In this assessment, the GP or service provider will advise management regarding the employee's capacity for continuation in his/her current position and whether any special supervision or other arrangements are required.

Every effort should be made to comply with the advice provided by the GP or service provider. If it is not reasonably practicable to do so, and as a result, the employee is not able to resume duty, employment may be terminated on the grounds of incapacity (ill health). Taking this action is a last resort and all avenues of redeployment must be considered before it is implemented.

If an employee is again involved in disciplinary action resulting from alcohol or drug abuse related problems, a second referral to the GP or service provider and suspension of the disciplinary procedure may be appropriate.

If the GP or service provider advises that there is a likely chance that further treatment may be successful, and the employee is willing to co-operate in further treatment, then the disciplinary procedure may be suspended once again to permit treatment to be undertaken. This second referral and subsequent suspension will not apply if the further disciplinary problems involve serious misconduct. Third and subsequent referrals and suspensions are not permissible.

Situations where a Disciplinary Action is not Required

There may be situations where the possible existence of alcohol or drug abuse problems affecting an employee comes to a Manager/Supervisor's attention, although there is, or has been, no discernible effect on work performance or behaviour. This could arise if an employee confides in his/her Manager/Supervisor about an alcohol or drug abuse problem, or a Manager/Supervisor sees a need to approach an employee after observing possible "indicators" of an alcohol or drug abuse problem (e.g. a pattern of absenteeism) or from information provided by other LNAC employees.



If a Manager/Supervisor is faced with a situation of this type, they should:

- seek the advice of HR to determine how the matter can be appropriately dealt with;
- counsel the employee (together with HR); and
- arrange for the employee to be interviewed by a GP or service provider (if appropriate).

These steps should not be taken without the co-operation of the employee. If the employee does not wish to co-operate in a treatment program, then no further action should be taken.

Should an employee take up the opportunity of assistance on a voluntary basis, there need be no further formal involvement of management. However, this does not mean that a Manager/Supervisor cannot stay involved in the employee's treatment if the employee requests that they do so.

Use of disciplinary action under these circumstances would only be appropriate if the employee is involved in a breach of disciplinary rules and thus the Performance Management Policy should be applied.

Robert Cooper, CEO approved this policy.

Date: 13 November 2019



Anti-Discrimination & Equal Employment Opportunity Policy

Policy ID: HR-ADEE002

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	<p>Larrakia Nation Aboriginal Corporation (LNAC) aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, and vilification and bullying.</p> <p>LNAC aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. LNAC also tries to create a work environment which promotes good working relationships.</p>
Scope	<p>This policy is not limited to the workplace or work hours. This policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.</p>
Responsibility	<p>This policy applies to ALL employees of LNAC who must:</p> <ul style="list-style-type: none">➤ Understand and comply with this Policy;➤ Ensure they do not engage in any unlawful conduct towards other workplace participants, clients or others with whom they come into contact through work;➤ Ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;➤ Follow the complaint procedure in this Policy if they experience any unlawful conduct;➤ Report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy;➤ Maintain confidentiality if they are involved in the complaint procedure;➤ Workplace participants should be aware that they can be held legally responsible for their unlawful conduct; and➤ Workplace participants, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>



EEO Laws

Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

Discrimination

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory anti-discrimination laws and include sex, race, age etc. A full list of the grounds of discrimination, which Federal and State and/or Territory Laws prohibit, and which will be relevant to LNAC workplace participants are listed below:

- Race (including colour, nationality, descent, ethnic, ethno-religious or national origin);
- Religious belief, affiliation, conviction or activity;
- Sex;
- Marital status, domestic status, relationship status;
- Pregnancy (including potential pregnancy);
- Homosexuality, transsexuality, sexuality, sexual preference/orientation, lawful sexual activity, gender identity;
- Carers' responsibilities, family responsibilities, carer or parental status, being childless;
- Disability/impairment, including physical, mental and intellectual disability;
- Breastfeeding;
- Age (including compulsory retirement);
- Political belief, opinion, affiliation, conviction or activity;
- Irrelevant medical record (NT and TAS only); or
- Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited).

Indirect Discrimination

Indirect discrimination may occur when an employer imposes a policy, requirement or condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (i.e. a prohibited ground of discrimination).

Example: The Council imposes a height restriction on all candidates for the position of "Parking Officer", that is, a candidate must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all candidates irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex.

Discrimination also includes the situation where a person harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

Vilification

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transsexuality or HIV/AIDS. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workplace participants can also be unlawful.



Examples of sexual harassment include, but are not limited to:

- Physical contact such as pinching, touching, grabbing, kissing or hugging;
- Staring or leering at a person or at parts of their body;
- Sexual jokes or comments;
- Requests for sexual favours;
- Persistent requests to go out, where they are refused;
- Sexually explicit conversations;
- Displays of offensive material such as posters, screen savers, Internet material etc;
- Accessing or downloading sexually explicit material from the Internet;
- Suggestive comments about a person's body or appearance; or
- Sending rude or offensive emails, attachments or text messages.

Bullying

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten.

It is not bullying for a Manager/Supervisor to counsel an employee about their performance. Performance counselling is a necessary part of ensuring that employees meet LNAC's standards of work and behaviour. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying.

Victimisation

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. An employee must not retaliate against a person who raises a complaint or subject them to any detriment.

Grievance Policy & Procedure

If an employee feels that they have been subjected to any form of unlawful conduct contrary to EEO laws or this Policy, they should not ignore it. LNAC has a Grievance Policy & Procedure for dealing with these issues. The procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a grievance will be handled is solely at the discretion of LNAC.

Breach of this Policy

All employees are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with LNAC terminated or not renewed.

If an employee makes an unfounded complaint or a false complaint in bad faith (e.g. making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that employee may be disciplined and may be exposed to a defamation claim.

CEO Robert Cooper approved this policy.

Date: 13 November 2019

Boat Usage Policy

Policy ID: HR-BU01

Version: 1

Date of Policy: 01 Oct 2019

Scheduled Review Date: 1 October 2020

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) recognises the inherent dangers related to marine craft. The Policy articulates the WHS procedures to be adopted when operating a marine vessel.
Commencement	This policy will commence from 20-Oct -19 . It replaces all other Boat Usage Policies (whether written or not).
Scope	This policy applies to ALL employees and contractors of LNAC (referred to as 'employees' herein for convenience only).
Responsibility	Employees and Managers have a responsibility to: <ul style="list-style-type: none">➤ Recognise that the processes in this policy are followed and➤ Ensure that any risk to LNAC is minimised.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Boating definition

Boating activities at LNAC are those that involve the use of all power boats, kayaks, canoes, dinghies, tinnies, submersibles, air-cushion vessels and autonomous vessels. It does not include the use of boats by recreational clubs or commercial ferries for transport.

Boating approvals

As part of the field trip approval process and before the start of any Ranger field trip involving boating, the field trip leader **must** obtain **approval** from the Maritime Safety Officer (MSO) as part of the field trip approval process. In all cases the user must submit a [Boating Safety Plan](#) and [Risk Assessment](#) to the Maritime Safety Officer for review **at least 3 working days (72 hours)** prior to the commencement of the trip.

Note, once approved the field trip leader **must** then forward the Boating Safety Plan and Risk Assessment to all participants of the trip so that they have an understanding of the risk and hazards associated with the work.

Maritime Safety Officer (MSO)

Ben Smith – Manager Larrakia Rangers Program

Email: ranger.manager@larrakia.com

Mobile: 0427373299

Office: (08) 8848 4685 Fax: (08) 8948 3579

2/1 Travers Street Coconut Grove NT 0810

PO Box 1098 Nightcliff NT 0814

Boating safety plan

The field trip leader should prepare a [Boating safety plan](#) (see attached) as part of the field trip approval process. The details recorded in the form may greatly assist in the event of an emergency or search and rescue.

A boating safety plan should include:

- Boat name, length, registration and survey information.
- Skipper/ coxswain/ master name, contact number, training and experience.
- Dates, accurate location (**including GPS coordinates**) and number of proposed days on the water.
- LNAC personnel on-board.
- Details of daily scheduled calling to nearest coast guard or sea rescue.
- Emergency contacts and protocol.

No boating is permitted unless approval is given by the Maritime Safety Officer (MSO). All Field Trip Forms, the Risk Assessment and a Boating Safety Plan must be submitted to the Maritime Safety Officer no later than 72 hours prior to departure.

Once approved the Risk Assessment and Boating Plan should be forwarded to the field trip participants. All participants must abide by LNAC policies and procedures.

- (1) A minimum of two people must be on-board.
- (2) The skipper must be qualified and experienced.
- (3) The boat is seaworthy and carries all appropriate safety gear.
- (4) Personal Floatation Devices (PFDs) are to be worn on-board AT ALL TIMES.
- (5) The skipper must deliver a boat safety briefing to all passengers and crew.
- (6) The boat should not operate in rough seas or hazardous conditions.
- (7) A qualified first aider must be present.
- (8) A daily scheduled calling system must be implemented with the nominated LNAC contact and the local Sea Rescue squadron or Coast guard.
- (9) For safety and fatigue management, working over 12 hours whilst operating motor vehicles or boats, in a 24 hour period, is not permitted.
- (10) A "SPOT Device" (e.g. personal EPIRB) is strongly recommended for remote or commercial work.

Details recorded on this form may greatly improve search and rescue in the event of an emergency thus latitude and longitude points are mandatory.

Boat owner (i.e. Charter, LNAC or Private):		Skipper (Person in Command):	
Name:		Name:	
Mobile:		Mobile:	
Address or Port of Departure:		Training/ Licence no. (i.e. Coxswains):	
Boat Name:	Boat Registration No:	Survey type & date (i.e. 2D, 2C):	
Boat Type:	Boat Length:	Boat Colour:	

Engine (HP):

If trailering: Vehicle;

Make: Model: Colour:

Rego: Trailer Rego:

Boat Ramp Name:

Description of boating work and training/experience of participants:

Departure location/s (e.g. Port or Boat ramp)	Destination:	GPS Points (i.e. Latitude & Longitude) *MANDATORY*	GPS Route:
Boating departure date ____/____/____ Time:	Boating return date: ____/____/____ Time:	<input type="checkbox"/> Day trips <input type="checkbox"/> Voyage Expected no of days on the water:	Total number of personnel on-board: Number of LNAC personnel on-board:

Local Sea Rescue or Coast Guard	Nearest Hospital
Name:	Name:
Number/ Channel:	Number:
Daily scheduled calling: <input type="checkbox"/> Y <input type="checkbox"/> N	Address:
Time:	

Communications for remote boating operations (i.e. outside of metropolitan waters) mobile phone coverage will likely to be intermittent. In this situation a supplementary means of communication must be established with the nominated LNAC contacts. Please identify below:

Satellite phone number:		SPOT device number:	
VHF Channel:	27 MHz Channel:	UHF Channel:	GRN Channel:

Safety Equipment, First Aid and PPE taken (beyond what is supplied on-board the surveyed vessel):

Personnel with current Provide First Aid or higher:

Special Medical Concerns:

Field Trip Leader:

Name: _____ Signature: _____

Mobile: _____

Date: ____/____/____

EMERGENCY CONTACTS LIST

Police/ Fire/ Ambulance (Australia)	000 or (mobile 112)
FLOTILLA CONTACT DETAILS NTF1 Darwin	Darwin Trailer Boat Club Fannie Bay, NT Australia
Phone:	0467362991
Postal Address:	PO Box 285 Parap Northern Territory 0820
Marine Radio (Distress, safety and calling)	VHF Channel 16 (International) 27 MHz Channel 88 (Australia) UHF Channel 5 (Australia)
Divers Emergency Services (Australia)	1800 088 200
Maritime Safety Officer (MSO) Ben Smith	0427 373 299 or (08) 8948 4685
LNAC HR Manager	0467 738 311 or (08) 8948 3733

RISK CONTROL AND HAZARD IDENTIFICATION FOR BOATING AND DIVING

Project/Project Number _____ Site Location: _____

Team Leader/Dive Supervisor _____ Will the Trip include: **(Circle all that apply)**

Boating / SCUBA Diving / Snorkelling / Breath Hold Free Diving

Other _____

Assessment of Consequences

LEVEL	DESCRIPTION	EXAMPLE
1	Major	Extensive or life threatening injuries, emergency protocols enacted, loss of production capability, emergency services required.
2	Moderate	Medical treatment required, emergency services required, person is not able to continue work.
3	Minor	First aid required person may/may not be able to continue work.
4	Insignificant	No injuries, person able to continue work.

Assessment of Likelihood

LEVEL	DESCRIPTION	EXAMPLE
A	Almost Certain	Is expected to occur in most circumstances.
B	Likely	Will probably occur in most circumstances.
C	Possible	Might occur at some time.
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

LIKELIHOOD	Risk Analysis Matrix Consequence			
	Major 1	Moderate 2	Minor 3	Insignificant 4
A Almost Certain	E	E	H	H
B Likely	E	H	H	M
C Possible	E	H	M	L
D Unlikely	H	M	L	L
E Rare	H	M	L	L

Symbol	Risk	Risk Score	
		Pre-Boating/Dive Operation	During Boating/Dive Operation
E	Extreme Risk	Operation must not commence	Urgent action required
H	High Risk	Operation must not commence	Action required at the earliest possible moment
M	Moderate Risk	Operation must not commence	Action required
L	Low Risk	Operation may commence / manage with routine practices	Continue managing routine practices
CR	Controlled Risk	Operation may commence with controls in place	Operation may continue with new controls in place

THIS DOCUMENT SHALL BE REVIEWED ON SITE AND THE DIVE PARTICIPANTS SHALL ACKNOWLEDGE THEIR UNDERSTANDING OF THE RISKS OF THE DIVE OPERATION BY SIGNING BELOW.

Date

Name

Signature

What you should do:

1. List in the following table** the HAZARDS you have identified that are associated with the field activities.
2. Briefly describe in the table the risks associated with each hazard.
3. Using the risk assessment chart assess, and record in the table the risk presented by the hazard (HIGH, MEDIUM, LOW).
4. Address risks with a HIGH rating first.
5. In the table indicate what control measures are being taken to minimise the risk.
6. Fill out the table for each study site that has dramatically different hazards or specific hazards for a certain site

Control Measures

- ELIMINATE the hazard.
- SUBSTITUTE something with a lesser risk, eg manual handling -substitute a smaller container.
- ISOLATE the hazard eg proper storage of chemicals or firearm.
- Use ADMINISTRATIVE CONTROLS -provide training, adequate supervision.
- Provide PERSONAL PROTECTIVE EQUIPMENT eg gloves, safety boots, sunhat, sunscreen.

Controls should be selected from as high up on the list as reasonably practical to maximise effectiveness.

In many cases a combination of controls may be necessary to reduce the hazard.

Biological Hazard Identification						
Description of hazard	Description of risk	Assessed Consequence	Assessed Likelihood	Assessed Risk	Risk Control Measures Implemented	Assessed Risk After Control
Irukandji and box jellyfish sting	Operational activities in tropical seas (between November and May)	1	D	High	Wear full body protection and hoods, have 2 l vinegar, first aid kit and provider, briefed on hazard.	CR
Other coelenterates	Stings from physalia, other jellyfish or ctenophores	3	D	Low Risk	As above	CR
Shark attack (non-attractant)	Abrasion or bit injury	1	D	High	Maintain lookout for aggressive sharks, do not enter water if one is seen, exit water if one is seen during dive, first aid kit and provider, Shark Shield recommended	CR
Shark attack (attractant), [spearfishing?]	Abrasion or bit by more determined shark	1	C	Extreme	Limit attractant in water (bag speared or caught fish), experienced spearfishers or netters, trained personnel on site, as above, Shark Shields recommended	CR
Crocodile attack	Bit and or crush injury	1	D	Moderate	Gather recent information about crocodile sightings in the area, no diving for one week post most recent sighting, survey area before entering the water, maintain lookout during operation, divers to remain close to dive vessel, exit water on sighting during dive. Do not return to same dive site regularly, alternate sites and they adopt to consistent routines	CR
Fish spine envenomations	Toxic and or infectious reactions	3	C	Moderate	Maintain neutral buoyancy and avoid contact with substratum, wear gloves were contact is unavoidable, covered footwear used for transiting shallows, briefed on possible species	CR
Other fish and	Laceration, toxic or infectious reaction	3	C	Moderate	As above	CR

invertebrates bites						
Cuts and stings	Laceration, or infectious reaction	3	C	Moderate	As above, treat even minor injuries as soon as possible after incident	CR
Crown of Thorns	Toxic and infectious reaction	3	D	Low Risk	Maintain neutral buoyancy and avoid contact with substratum, wear gloves where contact is unavoidable, covered footwear used for transiting shallows, briefed on possible species	
Other						
Other						
Other						

Operational Hazard Identification						
Description of hazard	Description of risk	Assessed Consequence	Assessed Likelihood	Assessed Risk	Risk Control Measures Implemented	Assessed Risk After Control
manual handling - lifting field gear	back strain/sprain	2	C	High	Pack gear into easily lifted containers, team lift heavy items, revise correct lifting technique	CR
Boat handling	Loss of control of boat causing accident	3	C	Moderate	Only experienced/qualified personnel to operate vessel, operator briefed and familiarised with vessel	CR

Site entry/exit	Accident causing harm	3	C	Moderate	Anchor vessel in suitable depth of water, advise personnel as to the best entry and exit points and techniques, use appropriate devices to assist with locating and using entry and exit points	CR
Navigation	Getting lost	3	C	Moderate	Have and use GPS and charts, local knowledge, brief personnel on hazards and operation of navigation equipment	CR
Equipment deployment and recovery	Damage to personnel (back strain/sprain), or vessel	3	C	Moderate	Use equipment suitable for deployment and/or recovery from vessel, modify or rig vessel to handle difficult equipment, have sufficient personnel to handle equipment, use proper lifting techniques	CR
Sun exposure	Skin damage, affected performance	3	C	Moderate	Wear sun protective clothing and sunscreen, brief personnel on hazards	CR
Dehydration	Affected performance, increased risk illness	2	D	High	Provide and consume adequate water and non-alcohol beverages and brief personnel on hazard	CR
Medical emergency	Injury, illness or Death	1	C	Extreme	Trained first aider and kit on site, communication equipment (VHF, mobile phone)	CR
Fuel vapour explosion/Fire	Damage, burn or loss of vessel or personnel	1	E	High	Fuel stored in designated areas with adequate ventilation, no smoking or naked flames on board, limit vapour and tank pressure build-up	CR
Collision	Damage or loss of vessel or personnel	3	C	Moderate	Operate vessel in accordance with navigational guidelines, keep constant watch of other vessels in the area, VHF and warning signals used when vessel approach to close	CR
Grounding	Damage or loss of vessel or personnel	4	D	Low	Slow speed in and around reefs and other underwater obstructions, use GPS and Navigational charts	Low

Motor breakdown	Stranding at sea	4	D	Low	Regular servicing of vessel motor/s, checks carried out before trip, authorised officer nominated for alerting of non-return of boating party, communication equipment on board with personnel briefed on its use. Login and logout with port and/or Volunteer Sea Rescue group.	Low
Other						
Other						

Dividing Related Hazard Identification						
Description of hazard	Description of risk	Assessed Consequence	Assessed Likelihood	Assessed Risk	Risk Control Measures Implemented	Assessed Risk After Control
Breath hold diving	Shallow water blackout	1	D	High	Brief personnel on hazards, operate in buddy pairs one up one down, 60 second breath hold dive time,	CR
SCUBA diving	Operating in non breathable environment	1	D	High	Trained personnel, dive briefed on hazards, planned dive, underwater life support equipment checked for faults before dive, buddy or tethered diver system used, fit divers only, signals and lost buddy contact procedure reviewed, safe diving practices followed, DCIEM tables used, oxygen and first aid kits on site, dive flag used	CR
Repetitive dives	Increased chance of DCI	1	D	High	Allow sufficient surface intervals between dives, avoid reverse profile repetitive dives, dives planned to DCIEM and AS2299 guidelines, <i>as for scuba diving</i>	CR
Multi-day diving	Increased chance of DCI	1	D	High	Schedule rest days (if 3 or more low stress dives per day on 3 consecutive days or for lower frequency higher intensity dives then a rest day is taken on day 4), depth and bottom times are minimised for task, <i>as for scuba diving</i>	CR
Dive depth	Increased chance of DCI	1	D	High	Dives are planned with contingencies, safety stops used where required, constantly monitor depth throughout dive, <i>as per scuba diving</i>	CR

Dive duration	Increased chance of DCI	1	D	High	Dives are planned with contingencies, safety stops used where required, constantly monitor dive time throughout dive, <i>as per scuba diving</i>	Cr
More than one ascent/dive	Increased chance of DCI	1	D	High	Dives planned to avoid more than one ascent per dive, dive profiles monitored to avoid saw tooth or excessive changes in depth other than ascent at end of dive, <i>as for scuba diving</i>	CR
Ascent rate	Increased chance of DCI	1	D	High	Gauges to be monitored, slow ascent rate to be used, ascent line or topography used where appropriate, safety stop to be used where required, <i>as for scuba diving</i>	CR
High exertion pre-dive	Increased chance of DCI	1	D	High	Avoid activities that require high exertion prior to dive, plan dive operation around environmental conditions (tides/reef flat cartage), use dedicated boat persons or persons least at risk for unavoidable high exertion work	CR
High exertion during dive	Increased chance of DCI	1	D	High	For activities involving high exertion reduce dive time and/or depth, plan dive operation to minimise number of high exertion dives/day and the number of consecutive days requiring increased intensity, <i>as for scuba diving</i>	CR
High exertion post-dive	Increased chance of DCI	1	D	High	Avoid activities that require high exertion post dive, plan dive operation around environmental conditions (tides/reef flat cartage), use dedicated boat persons or persons least at risk for unavoidable high exertion work	CR
Strong currents	Fatigue and inability to remain within operational area	4	C	Low	Dive starts into current, constant lookout established, surface buoy, safety sausage and whistle to be carried for dives greater than 150m from vessel, monitor air consumption and fatigue throughout dive, surface support vessel available, <i>as for scuba diving</i>	Low
Low visibility	Running into obstructions and loss of buddy contact	4	C	Low	Stay in close proximity to buddy, consider tethered diving, review lost diver procedure, <i>as for scuba diving</i>	Low

Description of hazard	Description of risk	Assessed Consequence	Assessed Likelihood	Assessed Risk	Risk Control Measures Implemented	Assessed Risk After Control
Night dive	Loss of light inability to communicate with attendant	1	D	High	Normal scuba diving procedures with 2 dive attendants, minimum for each diver of 1 dive light + backup, entry and exit points marked, surface support has suitable search light, familiarity with dive site, site marked for underwater operations	CR
Locating divers at surface	Drifting away from site or rescue	3	D	Low	All personnel briefed on dive time, depths and site area, lookout in place, signalling devices to be carried by divers when operating further than 150m from vessel	Low
Surf or swell	Contact with substrate causing injury	3	C	Moderate	Survey waves before entering water, cancel dive if considered dangerous, only experienced divers to operate in high energy habitats, reassess wave energy constantly throughout dive, recall system in place, brief divers.	CR
Entrapment	Inability to reach surface	1	E	High	Divers to carry knife, particularly when working with ropes and lines, no entering overhead environments.	CR
Breathing air contamination	Gas toxicity	1	D	High	Fills from reputable filling stations, regular air tests carried out, air to be checked prior to diving for unusual smells or taste, dives terminated if underwater maladies occur	CR
Out of air emergency	Lack of breathing medium	1	D	High	Divers to monitor gauges regularly, review signals, follow safe diving practices	CR
Use of unfamiliar equipment	Malfunction causing distress or emergency	3	C	Moderate	All personnel to frequent themselves or be inducted to the use of any unfamiliar equipment prior to use in the field	CR
Equipment malfunction	Inability to support life or safely conduct task,	3	D	low	Gear serviced routinely, equipment tested before use faulty equipment not to be used, faults occurring during operation to lead to termination	CR
Dehydration	Increased chance DCI or properly function	2	C	High	Provide ample non alcoholic beverages water on site inform personnel of fluid intake requirements	CR

Medical emergency	Personnel suffer illness or injury	1	E	High	Safe practices followed qualified first aider on site	CR
Diver fitness for dive	Increased chance DCI or inability to rescue	3	D	Low	All divers to possess a current AS 2299 dive medical, only fit divers participate in operation, question divers on how they are feeling any concerns replace diver and follow-up concerns,	Low
Marine traffic	Collision with divers	1	E	High	Keep proper watch for boats and divers. Use dive flag to indicate diving operation underway, use surface support personnel, use marine radio to communicate with other vessels	CR
Mixed Gas Diving (Nitrox)	Increased chance DCI, Oxygen toxicity	1	D	High	Stay within the DSAT and DCIEM No decompression tables for repetitive diving, do not exceed depth restrictions, perform safety stops, use an Nitrox dive computer. Only trained and qualified diver can participate.	CR
Semi-Closed Diving (Rebreather)	Increased chance DCI, Oxygen toxicity	1	D	High	Stay within the DSAT and DCIEM No Decompression tables for repetitive diving and calculated EAD for dive plans, do not exceed depth restrictions, perform safety stops, maintain scrubbers and filters in equipment. Only trained divers can participate.	Low

Other Hazards						
Description of hazard	Description of risk	Assessed Consequence	Assessed Likelihood	Assessed Risk	Risk Control Measures Implemented	Assessed Risk After Control
Missing diver	Drifting and/or injured diver	1	E	High	Close buddy contact, buddy separation procedures reviewed, lookout stationed, divers signed in and out of water, trained personnel	CR



Business Continuity and Disaster Recovery Policy

Policy ID: HR-BUCDR01

Version: 1

Date of Policy: 2 December 2019

Review Date: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) is committed to the continuity of the corporation's activities, systems and processes. This includes enabling it to resume its normal operations as soon as possible in the event of a disruption. The policy takes into account the effects of any delay in the corporation's quality of service, reputation and finances.
Commencement	This policy will commence from 01 October 2019 . It replaces all other Policies (whether written or not).
Scope	This policy applies to ALL employees and contractors of LNAC (referred to as 'employees' herein for convenience only).
Responsibility	Employees and Managers have a responsibility to: <ul style="list-style-type: none">➤ Recognise that the processes in this policy are followed and➤ Ensure that any risk to LNAC is minimised.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Policy Personnel

Under the direction of the Board the Chief Executive Officer is responsible for implementing this policy. Enforcement and investigation of non-compliance is the responsibility of the various Program Managers.

BC/DR Team members include the CEO, CFO, all Program Managers, the Assets Manager and the HR Manager.

Consequences for Non-compliance

Failure by any employee to adhere to the policy within the stipulated time frames may result in the employee being charged with serious misconduct and possible termination of employment.

Introduction

LNAC is committed to providing the best possible experience to its clients and the best possible relationships with employees and supporters. To ensure the consistent availability and delivery of its services, **LNAC** has developed the following business continuity and disaster recovery (BC/DR) policy in support of a comprehensive program for BC, DR and overall business survivability.

LNAC like any other organization, is exposed to potential risks that could disrupt or destroy critical business functions and/or the delivery of services to our clients. Our strategy for continuing business in the event of an incident is to ensure the safety and security of all employees and to continue critical business functions, and services from predefined alternative sites.

Business Continuity and Disaster Recovery Policy

Policy ID: HR-BUCDR01

Version: 1



Purpose and Scope

The purpose of the BC/DR policy is to ensure that all **LNAC** program activities can be kept at normal or near-normal performance following an incident that has the potential to disrupt or destroy the Corporation.

The scope of this policy is the entire Corporation, offices and employees.

Statement of Policy

Each Program in the Corporation is responsible for preparing current and comprehensive business continuity plans (BCP) for its operations. Certain operations, such as Information Technology (IT), are also responsible for disaster recovery plans (DRP) to ensure that any damage or disruptions to critical assets can be quickly minimized and that these assets can be restored to normal or near-normal operation as quickly as possible.

When a plan is completed, approved and implemented, each plan will include procedures and support agreements which ensure on-time availability and delivery of required services. Each plan must be certified annually with the business continuity policy compliance process through the BC/DR Team.

LNAC recognizes the importance of an active and fully supported BC/DR program to ensure the safety, health and continued availability of employment of its employees and the production and delivery of quality goods and services for customers and other stakeholders. **LNAC** requires the commitment of each employee, and program in support of the activities required to protect corporate assets, mission and survivability.

Policy Leadership

The Chief Executive Officer is designated as the corporate management liaison responsible for the BC/DR program. Resolution of issues in the development of, or support of, all BC/DR plans and associated activities should first be coordinated with the BC/DR Team and appropriate internal or external organizations before submitting to the corporate management liaison. The issue resolution process is defined in the following section.

Verification of Policy Compliance

BC/DR compliance verification is managed by the BC/DR Team with support from other relevant internal departments. Each plan must define appropriate procedures, staffing, tools and workplace planning activities necessary to meet compliance requirements. Plan templates have been developed to facilitate the plan development process, and these templates shall be used for all plans. Detailed policy compliance verification activities are defined by the BC/DR Team.

BC/DR Compliance Verification is required annually and is facilitated by the BC/DR Team. Waivers for temporary compliance verification may be given if a detailed written waiver request issued by the department manager is approved by the BC/DR Team corporate management liaison. Maximum delay for compliance is one year from the original date of compliance.

In situations where a program does not comply with the BC/DR policy, the BC/DR Team will prepare a brief stating the case for non-compliance and present it to the BC/DR corporate management liaison for resolution. Failure to comply with BC/DR policies within the allotted time for resolution may result in verbal reprimands, notes in personnel files, termination and other remedies as deemed appropriate.

Appendixes

1. Cyber Security Policy
2. Emergency Evacuation Policy & Procedure



3. Emergency Management Procedure
4. Incident Reporting Policy & Procedure
5. Risk Management Policy & Procedure
6. Tropical Cyclone Procedure

Appendix A – Additional Policies

7. All program managers within **LNAC** are responsible for business continuity (and, where appropriate, disaster recovery) for their area and are required to have a documented BC plan, signed by them and countersigned by the BC/DR corporate management liaison.
8. Each Program must have a BC/DR coordinator to assist in the implementation and maintenance of BC/DR plans, as well as readiness reporting for that department.
9. BC/DR readiness within **LNAC** must be reported on a quarterly basis to the BC/DR corporate management liaison.
10. Deviations from this policy must be approved by the CEO.

Attachment A

Program Disaster Recovery Plan

List the potential risks to the delivery of your services

List the alternative operational sites available to you to deliver program outcomes from a site other than your usual operational base

List the primary stakeholders within your Program responsible for implementing your DRP

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Children in the Workplace Policy

Policy ID: HR-CITW01

Version: 1

Date of Policy: 1 October 2019

Scheduled Review Date: 1 October 2020

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	The Policy is intended to ensure: <ul style="list-style-type: none">➤ Equal opportunity for those parents/guardians who are responsible for the care of children;➤ The health and safety of children on LNAC premises; and➤ The continued functioning of all LNAC administration and programs without disruption/detriment.
Commencement	This policy will commence from 1 October 2019 .
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	All LNAC employees have a responsibility to abide by this policy and any related policies at all times.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Definitions

Authorised person means senior executive, senior manager, or supervisor responsible for the work relevant area;

Children (as defined by the *Care and Protection of Children Act 2007*) means a person less than 18 years of age or a person apparently less than 18 years of age if the person's age cannot be proved.

Exceptional circumstances means an exception to the rule and are generally unexpected situations that arise where regular childcare arrangements have fallen through. (For example, a situation where the childcare provider has an unexpected personal emergency or becomes ill suddenly and has to cancel their service for a short period of time);

Premises means any geographic location or facility established or provided by LNAC;

Senior Manager means the CEO and other program managers responsible for the delivery of LNAC programs and services; and

Employee means anyone employed by LNAC and includes all continuing, fixed-term, and casual staff.



Principles

LNAC acknowledges that some employees have family responsibilities and is committed to providing equal employment opportunities in situations where a child must be brought to LNAC premises for a short period of time if there is no other viable alternative.

In line with this commitment, LNAC recognises that there may be occasions in which existing childcare arrangements may change suddenly. The challenge LNAC faces is balancing opportunity for equal access and the occupational health and safety obligations of those accessing LNAC for work and/or study purposes.

Compliance

This is a compliance requirement under the *Work Health and Safety (National Uniform Legislation) Act 2011*.

Intent

This document is designed to explain the circumstances under which children may be permitted to access certain parts of LNAC premises and the obligations and responsibilities of the child's parent/guardian.

This policy does not cover those who undertake work experience or placement at another organisation as part of their studies.

Children on LNAC premises for the purpose of participating in authorised sporting events and programs which are specifically arranged for children, or attending LNAC provided childcare facilities, are excluded from these provisions, subject to appropriate supervisory arrangements.

Jurisdiction

Consideration will be given to requests from employees to bring their children onto LNAC premises, in exceptional circumstances. In general, it is not necessary for employees to request permission for their children to access areas of LNAC open to the general public. This request must be made with the appropriate supervisor/manager with as much notice as possible given to colleagues and others impacted by the situation.

Bringing children to work at LNAC is a privilege and should not be considered an alternative to other childcare arrangements. Other options for employees include working from home or carer's leave which may be more appropriate in some circumstances and should be utilised when children are ill or infectious.

Parents/guardians must maintain ultimate responsibility for the safety and behaviour of their children and are required to maintain continued supervision of their children at all times when they are on LNAC premises. In light of a parent or guardian's primary responsibility for the care and safety of their children, it is unreasonable to impose such responsibility on others in the workplace.

In accordance with the *Work Health and Safety (National Uniform Legislation) Act 2011 (NT) part 2, division 2*, LNAC has the responsibility for protecting non-employees, including children, from exposure to risks to their health and safety arising out of LNAC activities. Accordingly, children are not allowed:

- ✓ To enter LNAC premises where LNAC has concerns related to the health and safety of either the child/ren or of others, for example, children with a contagious illness must not be brought into the workplace; and
- ✓ In potentially hazardous areas such as: laboratory preparation or equipment rooms, machinery areas, production plants, workshops, storage facilities, animal houses, art studios and building sites, and any other areas as defined by the relevant Manager.



In addition, children are not allowed to remain in a workplace or residence if their presence disrupts the work of other employees.

A Manager may request that a child be removed from LNAC premises where there is a concern related to health and safety of a child or the child poses a risk to others, or where the child causes disruption to work and/or learning. When a parent/guardian brings a child onto LNAC premises, the child is not permitted to use any equipment at LNAC including LNAC IT systems. Children are not permitted to use an LNAC computer at any time.

This policy was approved by CEO Robert Cooper.

CEO Authorised:

Date: 1 October 2019



Client Complaints Policy

Policy ID: HR-CLCP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) is dedicated to providing a high level of service to all their clients. If clients feel that they have not been provided with this level of service, they are entitled to make a verbal or written complaint.
Scope	This policy provides guidelines to employees to ensure the resolution of complaints is timely, transparent and fair and continually assists to improve the quality of our services.
Responsibility	This policy applies to ALL employees of LNAC.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

What is a Complaint?

A complaint is an expression of dissatisfaction with LNAC. It can include (but is not limited to) complaints about:

- The conduct of employees;
- The quality of a service offered by LNAC;
- The lack, or difficulty in gaining access to a service offered by LNAC; and/or
- The manner in which a service is provided.

Procedure in Resolving a Complaint

- A **verbal complaint** can be made to the Manager/Supervisor and if the Manager/Supervisor could resolve by an informal discussion the complainant can then be informed in writing;
- A "**Client Complaint Form**" should be completed and be made out to the nominated "Complaints Handler" usually the Program Manager/Supervisor. The "Complaints Handler" shall acknowledge the complaint in writing within 3 business days of receiving the complaint;
- The "Complaints Handler" (or nominee) shall assist the person by sensitively and carefully understanding the complaint, explain the options available and helping the person decide if they want to proceed to an informal conciliatory or formal internal investigation process as described below; and
- If a complaint is made about an individual, that individual will be given the complaint and have the opportunity to show cause and give their written account of the incident.

OPTION 1 – Internal Conciliation Process

If the complainant chooses to seek resolution through an internal conciliation process, then the following steps would be appropriate:

- The complainant may opt to be involved in the conciliation process or the "Complaints Handler" can represent them on their behalf;



- If subject of complaint admits to the behaviour or acts complained about, the parties may be able to agree to an outcome that is acceptable to the complainant and the other parties;
- If an acceptable outcome is reached the "Complaints Handler" will be responsible for ensuring that the appropriate people who need to know about the outcome are appropriately informed so that the outcome is implemented and followed. As matters handled this way are usually minor, resolution would generally include an apology and agreement not to repeat the behaviour or actions complained about; and
- The "Complaints Handler" needs to send a brief detailed report with dates, actions taken and result to HR for record keeping purposes.

OPTION 2 – Resolution through an Internal Investigation

If the person chooses to seek resolution through the internal and formal investigation process the following steps would be taken.

- The "Internal Investigator" usually the CEO or HR, will interview the complainant and the allegations will be particularised in writing;
- The "Internal Investigator" will put the allegations in full to the subject of the complaint in writing and will seek for written response in 2-5 days, depending on severity of the case;
- If there were any disputes over facts, the "Internal Investigator" will interview any witnesses and gather any evidence that will assist in making a finding, and gather any other relevant evidence that will assist in making a finding. Based on the facts of the matter the "Internal Investigator" will make a finding as to whether the complaint has substance; and
- A report documenting the investigation process, the evidence, the findings and a recommended outcome will be developed. The CEO and HR will consult with any appropriate parties and implement an appropriate outcome. The CEO will advise the direct parties to the complaint and any other relevant parties of their decision.

Key Elements in Resolving a Complaint

- All parties have the right to have a complaint addressed;
- Individuals will always have the opportunity to show cause;
- Any complaint can be addressed by either the formal or informal options under this procedure;
- No person making a complaint will be victimised or disadvantaged for making a complaint; and
- Proper documentation and record keeping should be implemented during the whole process and will be the complaint handler responsibility.

What to do about Frivolous Complaints?

After initial investigation, a decision may be made to decline to further pursue a matter if it is determined that the complaint is frivolous. In this case, the "Complaint Handler" should notify the complainant in writing that LNAC has responded fully to the issues raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose.

Appeals Process

Any person who makes a complaint and is not satisfied with the outcome is entitled to make an appeal.

The complainant should be made in writing to the "Complaint Handler" and highlight the main reasons why the resolution or solution does not resolve your initial complaint. LNAC will endeavour to respond within 3 business days.

Grievance Policy & Procedure

Any internal issues/complaints of colleagues should be referred to the Grievance Policy & Procedure.

CEO Robert Cooper approved this policy.

Date: 13 November 2019



Code of Conduct

Policy ID: HR-COC04

Version: 4

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	<p>Larrakia Nation Aboriginal Corporation (LNAC) expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of clients, stakeholders and other employees at all times, by any medium (such as in person, by written correspondence or online etc.)</p> <p>At all times LNAC employees are to behave in a way that upholds the values of LNAC and fosters LNAC's relationships with LNAC's clients, stakeholders, volunteers and contractors.</p> <p>All LNAC employees, volunteers and contractors must adhere to the Code of Conduct (Code).</p> <p>Further explanation of the terms and conditions of employment is contained in the current LNAC Employment Agreement 2018 and associated Guides and Procedures.</p>
Scope	<p>This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).</p>
Responsibility	<p>Employees have a responsibility to:</p> <ul style="list-style-type: none">✓ Understand this policy and seek clarification from management where required;✓ Consider this policy while completing work-related duties and at any time while representing LNAC;✓ Support fellow employees in their awareness of this policy; and✓ Support and contribute to LNAC's aim of providing a safe, healthy and supportive environment for all employees. <p>Managers have a responsibility to:</p> <ul style="list-style-type: none">✓ Ensure that all employees are made aware of this policy;✓ Actively support and contribute to the implementation of this policy; and✓ Manage the implementation and review of this policy.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

LNAC supports the rights and wellbeing of its employees, volunteers and contractors and encourages their active participation in building and maintaining a safe environment. Employees must maintain the highest standards of professional conduct in their attitude and behaviour towards LNAC clients, other employees and members of the community, fostering LNAC's relationships with these.

Code of Conduct

Policy ID: HR-COC04

Version: 4



In particular, employees must recognise the power imbalance inherent in an LNAC employee/client relationship and must not act in a manner which exploits or could be seen to exploit that power imbalance.

Obligations

All employees have an obligation and duty of care to at all times, by any medium:

- ✓ Comply with prevailing community standards of equity, justice, fairness and compassion in dealing with others within and beyond LNAC;
- ✓ Perform duties in a responsible and professional manner keeping proper records where necessary, with due regard for LNAC policies and other legal requirements and obligations;
- ✓ Exert responsible stewardship of LNAC resources;
- ✓ Promote and protect LNAC's reputation in the wider community and foster its relationships with others in the community; and
- ✓ Act appropriately when a conflict arises between the employee's self-interest and the employee's duty to LNAC.

General Conduct

Employees should conduct themselves in such a way as to enhance the reputation of LNAC at all times, by any medium.

LNAC will support LNAC employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within LNAC. Employees should raise the issue internally with their Manager/Supervisor or in accordance with LNAC Policies & Procedures.

These standards of conduct are intended to underpin and clarify standards required by LNAC of employees and form a fundamental part of the LNAC Employment Agreement. Employees who fail to comply with the guidance detailed in this policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions employees are found to be in contravention of either this Policy or, indeed, their legal responsibilities including responsibilities under the LNAC Employment Agreement, then LNAC reserves its right to take legal action if it deems it to be necessary to do so.

Duty of Care

Employees have a legal and moral responsibility to keep LNAC clients safe from harm whilst they are using a LNAC service. This responsibility is known as 'duty of care'.

Behaviour

PERSONAL CONDUCT

All employees are expected to at all times, by any medium:

- ✓ Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights;
- ✓ Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation or illness;
- ✓ Always act honestly, in good faith, and respectful of the trust placed in them;
- ✓ Respect every individual's rights to privacy and keep personal information in confidence;
- ✓ Consider the impact of our decisions and behaviour on the well-being of others and be accountable for their own conduct;
- ✓ Refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees;
- ✓ Refrain from allowing personal relationships to affect professional relationships; and
- ✓ Seek advice from an appropriate Manager/Supervisor where another employee's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal or unethical conduct to the Manager/Supervisor or the CEO.



PROFESSIONAL CONDUCT

All Employees are expected to at all times, by any medium:

- ✓ Perform duties diligently, impartially, conscientiously, with integrity, and to the best of their ability;
- ✓ Take responsibility for the health and safety of themselves and others when carrying out duties;
- ✓ Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise;
- ✓ Strive to always achieve the highest product, service and professional standards;
- ✓ Comply with any relevant legislative, industrial or administrative requirements including observance and application of anti-discrimination policy;
- ✓ Comply with the principles of environmental responsibility;
- ✓ Foster teamwork among all employees, and always give due credit to the contributions of others;
- ✓ Foster LNAC's relationships with clients, stakeholders, volunteers, contractors and the community;
- ✓ Take no improper advantage of any official information gained in the course of employment; and
- ✓ Refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

Stewardship of LNAC Resources

All Employees are expected to at all times, by any medium:

- ✓ Use LNAC technical and physical resources properly, responsibly and for legitimate purposes only;
- ✓ Seek permission before using LNAC property for personal purposes;
- ✓ Use resources in a manner that causes no harm to the community or environment;
- ✓ Strive to always obtain value for LNAC money spent and avoid waste and extravagance in the use of LNAC resources;
- ✓ Secure all LNAC property against theft or fraud;
- ✓ Maintain the integrity and security of all LNAC intellectual property; and
- ✓ Maintain the security, integrity and confidentiality of all relevant LNAC commercial and other information.

Immediately notify The Manager/Supervisor of any damage to any LNAC property, or on the employee becoming aware of a breach of any of the above dot points.

Protection and Promotion of the LNAC Reputation

All Employees are expected to at all times, by any medium:

- ✓ Promote LNAC wherever possible in their professional dealings with others and foster LNAC's relationship with others;
- ✓ As representatives of LNAC, all employees are expected to act in a professional manner at all times;
- ✓ Refrain from representing themselves as spokespersons, or acting for or on behalf of LNAC, unless expressly authorised to do so (and when in doubt seek advice from the CEO); and
- ✓ Refrain from engaging in any activity that may compromise LNAC's integrity and reputation.

Dealing with Conflict of Interest

All employees are expected to:

- ✓ Ensure that the employee's financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of the employee's position in LNAC – or advance their own interests over those of LNAC;
- ✓ Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of LNAC's duties;
- ✓ Take all suitable measures to avoid or deal appropriately with any situation in which Employees may have, or be seen to have, a conflict arising out of relationship with others within or beyond LNAC;



- ✓ Notify The Manager/Supervisor or the CEO, as appropriate, of the existence of an actual or potential conflict of interest; and
- ✓ Declare all relationships when participating in decisions affecting another person with whom the employee has a personal relationship.

Gifts and Hospitality

In addition to the duties placed on employees by common law and statute, LNAC requires employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to LNAC are registered and approved by The Manager/Supervisor. This applies whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are gifts with a nominal value of less than \$50 such as a calendar, diary, chocolates, flowers or mugs which can be accepted with registration or approval by The Manager/Supervisor. All personal gifts over the value of \$50 that are not registered and approved by The Manager/Supervisor must be politely refused.

Transaction of Private Business

Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the contractors or suppliers' organisation's normal commercial channels. No favour or preferences in regards to price, or otherwise, which is not generally available, should be sought or accepted.

Outside Interests and Employment

Outside interests include directorships, ownership, and part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with LNAC. Employees must declare all their own and/ or their spouse's/partner's or close relative's outside interests to their Manager/Supervisor.

Compliance and Breaches

All employees must comply with the Code and report any breaches to their Manager/Supervisor or the CEO, as appropriate.

Employees whose conduct falls below the standards outlined in the Code will be counselled accordingly and/or disciplined in accordance with the LNAC Performance Management Policy.

Equal Employment Opportunity (EEO)

LNAC does not tolerate any form of discrimination or harassment and believes that all employees and volunteers have the right to work in an environment free from discrimination and harassment.

Hours of Work

- Full time employees work 70 hours a fortnight.
- Part time employees work as per hours agreed in writing (less than 70 hours a fortnight).
- Casual employees are engaged on an hourly basis as required.
- LNAC volunteers are engaged on an as required/as available basis.
- LNAC contractors are engaged as per agreed contract terms.

Absenteeism

All Employees must advise their Manager/Supervisor of any absence as soon as possible. Employees are expected to advise their Manager/Supervisor of their absence via voice to voice contact as soon as possible.



Employees are to submit a Leave Form to their Manager/Supervisor. Employee's requests for leave must be in writing and must be accompanied by a medical certificate or other evidence satisfactory to LNAC in the following circumstances:

- Where the absence is two or more consecutive days;
- The employee has previously been absent for an aggregate of four days during the current financial year without producing a medical certificate; or
- Where the absence falls on a working day before or after a weekend, public holiday, Annual Leave or rostered day off.

Privacy & Confidentiality

All Employees will adhere to the Australian Privacy Principles contained in Privacy Legislation and as outlined in the LNAC's Non-Disclosure Acknowledgement.

Dress/Uniforms

Whilst the organisation respects the rights of individuals, certain requirements of employees in keeping with LNAC's professional image are stipulated. Basic hygiene and cleanliness is expected. Hair is to be kept neat irrespective of the length. Earrings, jewellery and other fashion accessories are acceptable provided they are discreet, and are not a safety hazard. Uniforms are compulsory for most employees and must not to be worn outside of the LNAC's employees' work hours except where the employee is representing LNAC in some capacity. All employees must wear foot wear appropriate for the position.

Ending Employment Without Notice

LNAC may terminate an employee's employment at any time without notice for serious misconduct. See clause 13.1 of the enterprise agreement for examples of serious misconduct.

An employee may terminate their own employment by giving notice of their intention to leave. Notice is the same as that required by LNAC to terminate an employee's employment. Failure to give notice shall allow LNAC to withhold from the employee's final pay, an amount equivalent to the required notice period.

After consideration of the specific circumstances, conduct by LNAC that may allow an employee to end their employment without notice includes but is not limited to any one or more of the following:

- Assault or other criminal behaviour in the LNAC workplace;
- Sexual harassment and other offensive or harassing behaviour in the LNAC workplace;
- LNAC or employee's not carrying out health and safety obligations; and
- Requiring an employee to carry out an unlawful and unreasonable instruction.
- Alcohol & Drugs

Any offence may result in immediate disciplinary action, including dismissal and may lead to prosecution.

Alcohol

It is a policy of LNAC that alcohol is not to be consumed on LNAC premises unless attending an official function where drinks have been supplied. Alcohol may seriously affect an employee's performance and therefore it is a LNAC policy that no employees consume alcohol during work hours. Due to the very nature of the work, the LNAC workplace is totally alcohol free. It is therefore considered an offence for ANY employee to possess, consume or distribute alcohol on LNAC premises. Being in the LNAC workplace whilst under the influence of alcohol may be cause for dismissal.

Prohibited Drugs

The use of any and all prohibited drugs within the LNAC workplace is strictly prohibited. LNAC enforces a strict drug free work environment at all times. The use of drugs can create unnecessary risks and creates a threat to fellow employees.

Any employee using prohibited drugs can cause serious damage to LNAC's reputation and perception in the community. Any use of drugs whilst at work or when acting as a representative of LNAC will not be tolerated. It is therefore strictly prohibited to manufacture, distribute, possess, sell or use a controlled

Code of Conduct

Policy ID: HR-COC04

Version: 4



substance at LNAC, or whilst employed by or representing LNAC on or off the premises. Any offence may result in immediate dismissal and may lead to possible prosecution.

Child Protection – Safeguarding Children and Young People

LNAC is committed to the safety and well-being of all children and young people accessing its programs and services. LNAC supports the rights of the child and will strive to deliver a child safe environment at all times. LNAC also supports the rights and wellbeing of employees and volunteers and encourages their active participation in building and maintaining a safe environment for children. Employees must maintain the highest standards of professional conduct in their attitude and behaviour toward LNAC clients, other employees and members of the community at all times, by any medium. In particular, employees must recognise the power imbalance inherent in an LNAC employee/client relationship and must not act in a manner which exploits or could be seen to exploit that power imbalance.

Mandatory Reporting

In the Northern Territory, it is mandatory for any adult who believes a child has been, or is likely to suffer harm or exploitation or be a victim of a sexual offence. Harm is defined to include exposure to domestic and family violence, along with other forms of abuse or neglect. For more guidance please head to:

<http://www.stvp.org.au/documents/Compendium/Domestic%20and%20Family%20Violence/NT%20Mandatory%20Reporting%20Toolkit%202009.pdf>

Ownership of LNAC Programs & Activities

All information and rights in relation to programs and activities of LNAC either created by an employee or created by other persons for LNAC at any time are confidential to LNAC and remain the property of LNAC. During the course of employment with LNAC or at any time afterwards, employees are not able to make use of any of those programs or activities for their personal benefit or for the benefit of other persons without first obtaining the prior written permission of the CEO.

Visits to Conferences & Demonstrations

Where employees are representing LNAC visiting conferences, demonstrations and at other similar occasions the employee's behaviour must be appropriate in accordance with the Code.

LNAC should bear the travelling and subsistence expenses in these situations. Exceptions to this general rule will only be permitted with the approval of the CEO.

Attendance at Luncheons & Receptions

Where it is evident that LNAC work will be facilitated, invitations to employees to attend receptions, luncheons and events may be accepted under the following rules:

- ✓ No employee should accept an invitation without first obtaining the approval of their Manager/Supervisor;
- ✓ In exceptional circumstances, where it is not possible to seek prior approval, the facts of the invitation and attendance at the event should be reported immediately afterwards to their Manager/Supervisor;
- ✓ If addressed personally to an employee, such an invitation may not be transferred to another employee, except with the consent and approval of a Manager/Supervisor as above and with the concurrence of the party issuing the invitation;
- ✓ Invitations involving attendance outside normal working hours may be accepted only on the authority of the Manager/Supervisor; and
- ✓ As a general rule, any employee who has any doubts about the wisdom of accepting any hospitality event invitation should courteously decline the offer.

NB: The important difference between, for example, attendance in an official LNAC capacity at a function organised by LNAC or one of its subsidiaries and the acceptance of hospitality from a private individual or firm should be recognised.



Personal Relationships

If a personal relationship between two employees develops within the working environment, the onus is on the employees concerned to bring this to the attention of his or her Manager/Supervisor to confirm that there is no conflict of interest, nor will a conflict of interest arise due to the personal relationship. LNAC reserves the right to relocate one of the employees concerned to another LNAC workplace if it deems it necessary to do so.

Supporting Documents

Legislation/Act

[Work Health & Safety Act 2011 \(Commonwealth\)](#)

[Human Rights Commission Act 1986 \(Commonwealth\)](#)

[Sex Discrimination Act 1984 \(Commonwealth\)](#)

[Disability Discrimination Act 1992 \(Commonwealth\)](#)

[Anti-Discrimination Act 1992 \(Northern Territory\)](#)

[Age Discrimination Act 2004 \(Commonwealth\)](#)

[Privacy Act 1988 \(Commonwealth\)](#)

Fair Work Act 2009 (Commonwealth)

This policy was approved by CEO Robert Cooper.

CEO Authorised:

Date:

13 November 2019



Emergency Evacuation Policy & Procedure

Policy ID: HR-EEPP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	This policy sets out the broad obligations of Larrakia Nation Aboriginal Corporation (LNAC) and workplace participants under OHS legislation.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	ALL employees of Larrakia Nation Aboriginal Corporation (LNAC) are responsible to adhere to this policy.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually (generally prior to Cyclone Season) for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

On hearing the evacuation alarm, workplace participants should be aware there is a real or potential emergency in the workplace. On hearing the alarm or on being instructed to evacuate by a **Fire Warden**, workplace participants should immediately:

- Obey any directions given by a fire warden.
- Assemble at the nearest emergency exit - all emergency exits should be clearly marked.
- Assist mobility-impaired workplace participants to the appropriate fire exit.
- Do not use the lifts.
- Follow the instructions of a fire warden.
- Exit the building in a calm and orderly, but quick fashion. Move at a quick walk, do not run.
- High-heeled shoes should be removed before entering the fire stairs.
- Maintain one clear step between the person in front of you on the stairwell to prevent stumbling.
- When out of the building proceed immediately to the designated assembly area, which is area appointed by program Manager/Supervisor.
- Return to the building only when instructed by a fire warden.
- Report any person not accounted for to a fire warden.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Emergency Management Procedure

Policy ID: HR-EMP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) is aware of its duty under the relevant work, health and safety legislation to ensure, as far as practicable, the health and a safety of its workplace. The following emergency procedure has been developed to meet its legal obligations and, importantly, to minimise the risks and impact of emergency situations on the health and safety of its employees.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	This policy is the responsibility of ALL employees of LNAC.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually (generally prior to Cyclone Season) for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

In preparing this emergency procedure, LNAC has taken into account the following:

- The nature of the work being carried out at the workplace;
- Any specific hazards identified at the workplace;
- The size and location of the workplace;
- The number of employees and other people at the workplace; and
- The impact of any external hazards in the vicinity of the workplace.

What is an Emergency?

An emergency is an unplanned event, or series of events, which arises internally or from external sources and may:

- Adversely affect the safety of employees, clients, or the public;
- Disrupt the LNAC's business operations;
- Cause physical or environmental damage, or threaten the LNAC's property and requires an immediate response.

An emergency situation may include (but is not limited to) fire and/or smoke, explosion, bomb threats, suspicious objects, power failures, natural disasters, chemical spills, gas leaks, robbery or violence.



What is an Emergency Plan?

An emergency plan details the way in which the LNAC will respond to an emergency situation. It sets out the emergency procedures.

The emergency procedures should include:

- An effective response to an emergency;
- An evacuation procedure (including methods to assist worker, or others requiring special assistance, for example, people confined to wheelchairs);
- Activation of alarms;
- Notification of emergency services at the earliest opportunity;
- Identification of safe places;
- Medical treatment and assistance;
- Potential traffic restrictions, if relevant;
- Distribution of emergency phone numbers, including after hours contact numbers;
- Access for emergency services, for example, ambulance, fire brigade;
- Effective communication between the person nominated by the LNAC to co-ordinate the emergency plan and all persons in the workplace;
- The use and maintenance of equipment required to deal with specific types of emergencies, such as fire extinguishers, spill kits, smoke detectors and sprinklers;
- Testing emergency procedures (including evacuation practice drills to be conducted at least every 12 months);
- Training, information and instruction to relevant employees in relation to implementing the emergency procedure; and
- Regular review of the emergency procedures.

The emergency procedures will be displayed in a prominent place in the workplace.

Responsibility for Developing Emergency Procedures

Management is responsible for the development of emergency plans and procedures at the LNAC.

Responsibility for Implementing Emergency Procedures

The Chief Area Warden and nominated Area Wardens (for the other LNAC worksites) are responsible for the implementation of the emergency procedures on the declaration of an emergency pending the arrival of police, fire brigade or other emergency services:

Emergency Calls

Emergency Calls from a Telephone (**000**)

For emergency assistance, in the first instance, 000 should be used for emergency calls from any telephone (fixed or mobile).

Callers can be connected to police, fire or ambulance by dialling 000 from anywhere in Australia.

Callers using mobile phones need to give as much information as possible about their location when speaking to the operator to assist in determining the location of the emergency and/or the caller.

General Duties and Responsibilities of Nominated Persons and Employees:

Chief Area Warden

Chief Area Wardens are responsible for individual workplaces or areas of a workplace. A Chief Area Warden, on becoming aware of the emergency, should implement the LNAC's emergency procedures, which include the following:

- Proceed to designated meeting point and establish the nature and location of the emergency;
- Put on identifying vest or other clothing;
- Determine the appropriate action to take;

Emergency Management Procedure

Policy ID: HR-EMP02

Version: 2



- Follow directions of the Building Warden (if applicable);
- Raise alarm (break glass alarm etc) if not already raised;
- In the event of fire, attempt to extinguish fire if safe to do so;
- Assist people in immediate danger;
- Ensure that all persons are safe;
- Ensure that the correct emergency service(s) has been notified;
- Ensure that persons are advised of the situation particularly in the event of an evacuation;
- If necessary, activate a partial or total evacuation procedure;
- Perform methodical search of their area to ensure that all persons have been notified of emergency and have, or are, proceeding to the nominated Assembly point;
- Assist mobility impaired persons;
- Brief the emergency service on their arrival;
- Place a employee at the entry points to ensure that nobody can enter the building pending permission to do so from a member of the emergency services; and
- If an evacuation is required, account for all persons in the nominated Assembly point.

Deputy Chief Warden

The Deputy Chief Warden will be required to assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable. Otherwise assist as required. For example, the Chief Warden may send the Deputy Chief Warden to the scene of the incident to gather information.

Reception

On receipt of information of an emergency:

- Sound alarm if required;
- Telephone the appropriate emergency service if required – 000;
- Advise the Chief/Deputy Warden of the nature and location of the emergency.

First Aid Officer

On hearing the alarm the First Aid Officer will make contact with the Chief/Deputy Warden make his or her way to the nominated Assembly point with equipment to render first aid as required.

Employees

On hearing the alarm employees must:

- Follow the directions given by the Chief/Deputy Warden and emergency services;
- Stand by in case an evacuation is required;
- In the event of an evacuation, proceed to the nominated assembly point; and
- Assist as required, in particular any mobility impaired persons.

Assembly Point

During an evacuation, all persons will proceed to the assembly point location as nominated by LNAC.

After-Hours Response

Outside normal business hours and weekend periods the following procedures will apply:

If an emergency situation is discovered:

- Ring the emergency services on 000;
- Evacuate as appropriate; and
- Contact, in order of availability: Chief Warden, Deputy Warden or Manager/Supervisor.

Procedure for Specific Emergency Situations

The following procedures relate to specific emergency situations and apply to all persons.



FIRE OR SMOKE

You Discover a Fire:

- Help people in immediate danger, if safe to do so;
- Warn others by shouting "Fire, Fire, Fire". Raise the alarm if not already sounding and **dial 000**;
- Report to the Chief Area Warden. The Chief Area Warden will assess the fire or smoke;
- Persons are only to attempt to extinguish the fire using the appropriate fire extinguisher or instigate rescue if safe to do so; and
- Follow evacuation procedure when required and follow directions of the Chief Area Warden and/or emergency services personnel.

Fire Fighting:

If you decide that you can extinguish the fire safely, then follow these directions:

- Check to see what type of fire it is.
- Ensure you have the appropriate fire extinguisher.
- Pull the pin out and test to ensure it works.
- Aim the extinguisher or hose output nozzle at the base of the fire.
- Work the nozzle with a sweeping motion driving the fire to the far edge.
- Do not stand down wind of a fire. The smoke and flames can be dangerous. Machinery fires burn with great intensity and the air downwind may be superheated and could cause damage to lung tissue.
- Do not stand downhill of a fire as the run off may be dangerous.
- Evacuate the area if there is any chance of chemical or explosives in the fire.

WARNING: ONLY ATTEMPT TO FIGHT THE FIRE IF TRAINED AND IT IS SAFE TO DO SO

You Hear the Fire Alarm Sounding You:

- Must prepare to evacuate the building;
- Switch off all computers, printers and electrical appliances in your immediate work area;
- Close all windows and doors, if appropriate;
- Follow evacuation procedure;
- Organise/help other people in the room if safe to do so;
- Move at a quick walk, do not run;
- If you have to move through a closed door that you cannot see through:
 - Feel the door to see if it is hot;
 - Look for smoke coming under the door;
 - Open the door slowly and look around it to see if there is a fire behind it; and then
 - If there is no fire on the other side, proceed through and close the door behind you.
- Move to the assembly point as quickly as possible;
- Report to the Chief Area Warden that you/your group is there and if you know of anyone trapped in the building or missing; and
- Remain in the assembly point until you are informed that you may leave by either the Chief Area Warden or a member of the emergency services.

REMEMBER:

- Fires spread rapidly.
- Fires produce thick black smoke that is difficult to see through and causes suffocation.
- The freshest air will always be near the floor.
- Move quickly. Do not run.
- Be decisive.



BOMB THREAT

Verbal

- The person receiving the call should attempt to stay calm. Do not interrupt the caller and do not hang up - line may be able to be traced;
- Record all information immediately it is said on paper;
- Try to pass message to co-worker without alerting caller or causing panic so that they can alert the Chief Area Warden;
- Try to talk to the person making the threat as the next few minutes could assist in the assessment of the threats legitimacy or assist police and other emergency service personnel;
- Chief Area Warden to assess the threat and act accordingly; and
- Telephone Police on **000**.

Written

- Take note of time and method of receipt of written threat;
- Retain envelope and letter, place in plastic sleeve or container;
- Handle as little as possible;
- Inform the Chief Area Warden;
- Chief Area Warden to assess threat and act accordingly; and
- Telephone Police on **000**.

Suspicious Item

- On discovery of a suspicious item, do not attempt to remove or touch the item;
- Keep other persons away from the suspicious item;
- Report to the Chief Area Warden;
- Chief Area Warden to ensure Police are notified on **000**;
- Chief Area Warden to evacuate the immediate area, or entire workplace if appropriate; and
- All persons are to follow evacuation orders and proceed calmly to the assembly point, or any other area, if the assembly point is not a suitable distance from the location of the item.

POWER FAILURE, NATURAL DISASTERS & EXTERNAL THREATS

- Dial 000 if there is immediate danger;
- Report to the nearest Manager/Supervisor;
- Manager/Supervisor to assess the threat and notify Chief Area Warden if required;
- Follow directions given by Manager/Supervisor or Chief Area Warden;
- Follow evacuation procedure when required; and
- Ensure the appropriate emergency service is notified, if Chief Area Warden not available.

Tropical Cyclone

Refer to LNAC's Tropical Cyclone Procedure.

CHEMICAL SPILL/GAS RELEASE

On discovery of a chemical spill or gas release do not attempt to clean up the spill or control the gas release unless;

- You are appropriately trained and it is safe to do so and your Manager/Supervisor has authorised you to do so;
- Close doors and windows to isolate (if applicable);
- Warn others in the area quietly and calmly;
- Report the incident immediately to the Chief Area Warden and to your Manager/Supervisor;
- The Chief Area Warden to assess the threat;
- Follow directions given by Chief Area Warden; and
- Follow evacuation procedure when required.



ARMED ROBBERY

- Remember that your own safety is paramount;
- Remain calm;
- Do exactly what the armed robber requests;
- Answer questions courteously. Do not volunteer information. Do only what is told, nothing more;
- Hand over valuables, and/or cash if ordered;
- Do not attempt to restrain the armed robber;
- Take particular note of appearance, clothing, age and identifying marks if possible;
- When appropriate and safe to do so, raise the alarm;
- **Dial 000;**
- Alert Chief Area Warden;
- Follow directions given by Chief Area Warden; and
- Follow evacuation procedure when required.

CEO Robert Cooper approved this policy.

CEO Authorised:

Date: 13 November 2019



Employment and Separation under the LNAC Enterprise Agreement Guide

ID: HR-EMPL01

Version: 1

Date: 2 December 2019

Scheduled Review Date: 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	To outline the procedures relating to employment, and separation in accordance with the Larrakia Nation Aboriginal Corporation Enterprise Agreement (LNAC EA) 2018.
Commencement	This Guide commenced on 22 April 2019.
Scope	This Guide applies to ALL employees covered by the LNAC EA 2018
Responsibility	Employees and Managers have a responsibility to follow the procedures outlined in the Guide
Monitoring & Review	This Guide will be reviewed annually or following any changes to the Agreement or the Fair Work Act.

Employment Conditions

The Larrakia Nation Aboriginal Corporation (LNAC) Enterprise Agreement 2018 outlines our employment conditions, salaries, and benefits.

Salary packaging

The Australian Taxation Office allows Public Benevolent Institutions, such as LNAC to offer special tax concessions to staff. These concessions allow you to salary package a maximum of \$16,050 from your gross salary each Fringe Benefit Tax year. You can also salary sacrifice to a meal entertainment and holiday accommodation benefit card that allows you to salary package an additional \$2,650 per year over and above your normal salary packaging amount.

Annual Leave

Full and part time employees are entitled to 5 weeks pro rata annual leave per year, with a leave loading paid on each occasion that annual leave is taken.

Work life balance

We work a 35-hour week. We are a family friendly organisation and have roles that provide flexible work arrangements to enable our employees to meet their work obligations while also allowing them to balance lifestyle and/or family responsibilities. We have a dedicated employee assistance program and excellent training and development opportunities.



Pre-employment screening

Larrakia Nation uses pre-employment screening to ensure our employees are set up for long-term success. In addition to reference checking, we use the following:

- Pre-employment medical – Some of our roles are tough and we need to know you are physically capable of performing the inherent requirements of the position. If we ask you to do a pre-employment medical, we will make the appointment for you, and cover the cost of the appointment.
- Working with Children Check (Ochre Card) and Criminal History Check – We require all new employees to have a current Working with Children (Ochre) Card, and a National Police Certificate dated within the last six months. All offers of employment are subject to you providing these documents prior to employment at your own expense.
- Drivers Licence – We require all employees to have a drivers licence. Most of our motor vehicles are manual.
- You must hold relevant work rights to be able to apply for all our roles.

Larrakia Nation advertises job vacancies online through the web <http://larrakia.com/employment> and through various employment agencies. Employment is subject to the applicant meeting the selection criteria in the job description.

Vacancies above the entry level may be advertised internally in the first instance to allow current employees the opportunity to advance their career.

Probation

All new employees have to serve a probation period of 6 months before being confirmed in their job.

While an employee is on probation, employment is temporary and may be terminated at any time during, or at the end of, the probationary period, by either the employee or LNAC giving one weeks notice or payment in lieu of notice.

Employment with LNAC will automatically cease just prior to midnight on the day before the probation period expires unless the employee has received a signed notification from the CEO extending employment beyond the probation period expiry.

Separation

All ongoing and fixed term contract employees are required to give notice of their intention to resign from their employment. The notice period is subject to the employee's length of service and applies both to the employee and LNAC.

LNAC may terminate an employee's employment with a payment in lieu of the requisite notice period and not require the employee to work through the notice period.

Period of notice:

- Casual employee with less than 6 months service 1 hour. If the casual employee is employed on a regular basis the notice period for service beyond 6 months is the same as an ongoing employee.
- Not more than 1 year of service - 1 week
- More than 1 year but less than 3 years of service - 2 weeks
- More than 3 years but less than 5 years of service - 3 weeks
- More than 5 years of service - 4 weeks



Employees over 45 years of age with at least 2 years continuous service are entitled to an additional week's notice.

Where an employee is employed on a fixed term engagement, the employment relationship will terminate automatically at the end of the fixed term. No notice is required, and no compensation will be payable in such circumstances. Notwithstanding, if the contract is not to be renewed LNAC will advise the employee with written notice in accordance with the period of notice table.

Summary Dismissal for Serious Misconduct

LNAC may terminate an employee's employment at any time without notice for serious misconduct. Examples of serious misconduct include but are not limited to:

- Theft; or
- Fraud; or
- Assault/Battery; or
- Malingering; or
- Negligence; or
- Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment; or
- Conduct that causes serious and imminent risk to:
 - the health or safety of a person; or
 - the reputation, viability or profitability of the LNAC's operations.
- Being under the influence of alcohol or non-prescribed drugs at work (or otherwise failing to comply with LNAC's Alcohol & Drugs Policy); or
- Supplying or possessing any illegal or restricted drugs at or in work premises or vehicles (without appropriate proof of authorisation); or
- Sexual harassment of employees and/or clients; or
- Engaging in any form of prohibited discrimination (e.g. race, religion, gender, disability etc.); or
- refusing to carry out a lawful and reasonable instruction that is consistent with your contract of employment; or
- Breaching obligations in relation to confidential information or intellectual property; or
- Engaging in any conduct that exposes LNAC to orders by a Court, Tribunal or other similar body for compensation, costs, damages, fines or penalties; or
- Engaging in any work (whether as an employee, contractor or otherwise) or becomes concerned or interested in any other business of any kind whatsoever without first obtaining the written approval of the CEO; or
- Failing to promptly report all instances of inappropriate behaviour or misconduct involving other employees to LNAC and/or failing to assist LNAC in the investigation of such issues; or
- Any serious breach of LNAC's policies and procedures; or
- Doing any act that damages the relationship of trust and confidence between you and LNAC.

In the event of summary dismissal for serious misconduct, salary/wages, accrued leave (payable on termination in accordance with the Enterprise Agreement or the law) will be paid up to the time of dismissal only.

Redundancy

LNAC may terminate an employee's employment at any time as part of a genuine redundancy as defined in the Fair Work Act. Reasons for a genuine redundancy include operational requirements, economic considerations, or financial circumstances, for example, any reduction of funding received by LNAC (or notice of reduction of funding) from the various funding entities (whether or not such funding is specifically related to the employee's employment).



LNAC will endeavour to give employees as much notice as is reasonably practicable of any impending reduction or loss of funding (taking into account the operational requirements of LNAC).

It is the prerogative of LNAC to determine the order or selection of employee/s for termination or redundancy subject always to compliance with the law.

An employee who is made redundant will receive severance pay in accordance with the Fair Work Act.

What redundancy pay is payable?

Employees receive redundancy pay based on their continuous period of service with their employer. This amount is paid at the employee's base pay rate for ordinary hours worked. An employee's base rate of pay (other than a pieceworker) is the pay rate they receive for working their ordinary hours, but does not include the following:

- incentive-based payment and bonuses
- loadings
- monetary allowances
- overtime or penalty rates
- any other separately identifiable amounts.

Period of continuous service	Redundancy pay
At least 1 year but less than 2 years	4 weeks
At least 2 years but less than 3 years	6 weeks
At least 3 years but less than 4 years	7 weeks
At least 4 years but less than 5 years	8 weeks
At least 5 years but less than 6 years	10 weeks
At least 6 years but less than 7 years	11 weeks
At least 7 years but less than 8 years	13 weeks
At least 8 years but less than 9 years	14 weeks
At least 9 years but less than 10 years	16 weeks
At least 10 years	12 weeks*

* There is a reduction in redundancy pay from 16 weeks to 12 weeks for employees with at least 10 years continuous service. This is consistent with the 2004 Redundancy Case decision made by the Australian Industrial Relations Commission.



Obligations on Termination of Employment

LNAC may withhold from any payment due to the employee, any amount owed by the employee to LNAC (and to this end, the employees hereby agree to such deductions and agree that such deductions are not unreasonable for the purposes of section 326 of the Fair Work Act).

Employees must return all the LNAC Property (including property leased by LNAC) to LNAC on or before the date of termination including all written or machine-readable material, software, computers, credit cards, keys and vehicles, in the substantially the same condition as at the date that such LNAC Property was provided to the employee.

Failure by an employee to return LNAC property may be considered as theft and will be reported to the police.

If a person ceases to be an employee of LNAC for any reason, LNAC may recover any money owed by the employee to LNAC for any reason. This includes clothing, tools, keys, phones etc. that are not returned, or for money or benefits that are taken from LNAC without authorisation. and may deduct any such money owing from the employee's termination pay.

Abandonment of Employment

It is a requirement of employment with LNAC that all employees notify their Supervisor of any inability to attend for work.

Employees should advise their Supervisor at the earliest possible opportunity of any non-attendance giving reasonable explanation for the nonattendance.

If an employee is absent from work for three (3) or more consecutive days without authorisation from LNAC the employee will be considered to have abandoned their employment.

Termination by abandonment will operate from the employee's last day of work or authorised absence as the case may be.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



First Aid Policy

Policy ID: HR- FAP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) we consider the occupational health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this Policy is to provide a framework for the effective use of first aid facilities.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

First Aid Officers

The CEO will approve a First Aid Officer to each designated worksite.

Mandatory Qualification

All Service Delivery Care Programs employees are required to hold First Aid Officer qualifications. Notwithstanding, the Program Manager may exempt some employees working in non-public contact areas, for example, administration or reception.

Employees who are required to hold FAO qualifications shall receive the FAO allowance.

First Aid Supplies

Use of First Aid Supplies

The first aid supplies may be used as required by workplace participants in consultation with a designated first aid officer. All illnesses and injuries should be reported to a first aid officer if they involve using the first aid supplies. Misuse of the first aid supplies will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.



First Aid Supplies Low

If it is noticed that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

Workplace Injuries

All injuries that occur in the workplace should be reported to one of the designated first aid officers. This enables treatment to be provided if required and enables LNAC to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

This policy was approved by CEO Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Grievance Policy & Procedure

Policy ID: HR-GPP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) aims to ensure that workplace grievances, that are not resolved through informal discussion, are settled in a fair, timely and confidential manner without fear of victimisation.
Scope	A grievance is a complaint made by an employee regarding their terms or conditions of employment, a business decision or about the conduct (such as discrimination, harassment or victimisation) of another employee, which is of such a serious nature as to warrant formal action by LNAC.
Responsibility	This policy applies to ALL employees of LNAC.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

The principles of natural justice must be applied to the resolution of all employee grievances. These require that employees:

- Have the right to be fully informed of all the details surrounding complaints made against them and if any of their rights are affected as a result of the complaint;
- Have the right to be provided with the opportunity to present their case and be heard;
- To be treated with respect, fairness and equity;
- Are to be given an opportunity to comment on the possible bias of any person involved in the grievance procedure;
- Will not be victimised, harassed or discriminated against if they make a complaint or are the subject of a complaint, and are protected within the bounds of the Equal Opportunity Act 2011 against this treatment; and
- Whenever a grievance is addressed the process will be analysed to determine whether policy revision or development is required.

A Procedure for Lodging and Investigating a Grievance

In accordance with the LNAC Grievance Policy & Procedure, this procedure exists to provide both complainants and respondents of a grievance and Managers/Supervisors dealing with allegations of a grievance, a procedure for investigating, resolving and managing a grievance.

All employees, contractors and volunteers of LNAC have a right to express concerns and lodge complaints without fear of victimisation in the workplace. This procedure exists to safeguard this right, while working to restore and promote an effective, safe working environment free of harassment and discrimination.



These guidelines aim to ensure that all grievance complaint procedures are:

- Clearly documented;
- Offer both formal and informal investigation options;
- Guarantee timeliness, confidentiality and objectivity;
- Are based on the principles of natural justice (otherwise known as procedural fairness);
- Provide clear guidance on investigation procedures and record keeping; and
- Give an undertaking that no person will be victimised or disadvantaged for making a complaint.

LNAC has a responsibility to ensure that all grievances are investigated in a timely, fair and confidential nature. That is:

- Fully informing a person of any allegation/s made against them;
- Giving them the opportunity to state their case, provide an explanation or put forward a defence;
- Ensuring that proper investigation of the allegation occurs, that all parties are heard and relevant submissions considered; and
- Ensuring that the decision maker acts fairly and without bias.

DEFINITIONS

- **Employee** means, but is not limited to, persons holding a full-time, part-time, seasonal, casual, temporary or contractually paid position or volunteer appointment, plus visiting personnel.
- **Complainant** means the person or persons making the complaint.
- **Respondent** means the person who the complaint is made against.

PROCESS

1) Lodging a Complaint

Where possible and appropriate, grievances should be resolved at a local level with a minimum of formal processes. A person, where they are able to, should attempt to resolve the matter by stating an objection directly to the respondent. If the person feels unable to do this, or if this approach does not result in the cessation of this behaviour, the person may choose to activate the formal process of the Grievance Policy & Procedure.

2) Advice & Support

Points of first contact are to discuss the issue in confidence. These appointed persons (including both men and women) include:

- Program Managers/Supervisors
- HR
- CEO

Appointed persons involved in the informal or formal resolution of grievances will ensure that they have no conflict of interest or bias in relation to any party to the grievance and that there is no perception by the parties that they have a conflict of interest or bias.

Appointed persons who have concerns about perceptions of possible conflict of interest or partiality should exclude themselves from the process.

They will also:

- Assist the complainant in clarifying whether the offending behaviour constitutes a formal complaint and warrants further investigation;
- Discuss ways in which the problem might be resolved by the complainant, without intervention by a third party;
- Discuss the internal procedures for mediation and formal hearing of complaints and where necessary arrange access to a mediator;
- Inform the complainant of their rights as well as the rights of the respondent;
- Provide information about the option of making a complaint to the NT Anti-Discrimination Commission;

Grievance Policy & Procedure

Policy ID: HR-GPP02

Version: 2



- Identify sources of referral and support where appropriate, including medical, police, counselling and other relevant support services;
- Assist the complainant in clarifying their options for resolving the problem; and
- Listen and provide information and support to the complainant, whatever course is chosen.

3) Informal Complaint

To lodge an informal complaint the employee can discuss with, or submit the grievance to, the Program Manager/Supervisor. If the complaint involves Program Manager/Supervisor, this can be submitted to the HR or the CEO. If the complaint involves the CEO, this can be submitted to the Chairman of the LNAC Board of Directors. Usually informal grievances would be resolved by a meeting and discussion with all involved.

4) Mediation

If the matter remains unresolved after discussion, the complainant may request referral to a Mediator. The role of the Mediator is to assist in the informal resolution of the complaint through discussion with the person against whom allegations have been made. In some cases, simply informing a person that his or her behaviour is giving offence will be sufficient to resolve the problem.

After receiving full details of the complaint, the Mediator will:

- Inform the respondent about the nature of the complaint and invite a response;
- Provide details of the LNAC policies and procedures concerning grievances;
- Discuss the internal procedures for mediation and for formal hearing of complaints;
- Inform the respondent of their rights as well as the rights of the complainant;
- Act with impartiality, considering the rights of all parties to the complaint;
- Explain LNAC legal responsibilities and the rights of the complainant to approach the NT Anti-Discrimination Commission; and
- Attempt to achieve a satisfactory resolution to the complaint.

If a satisfactory resolution is not achieved, the Mediator may attempt to bring the two parties together. This will be done only if both are willing to participate. The Mediator will attempt to achieve a resolution satisfactory to both parties.

If a resolution is achieved as a result of mediation, a "**Grievance Notification Outcome Letter**" will be provided to the complainant outlining the outcome of the grievance and the matter will proceed no further, except that the Mediator may assist in bringing about whatever administrative or other action is needed to implement the resolution.

The purpose of mediation is to ensure that issues raised in the grievance do not recur; that there will be no reprisals against the complainant; and that if the allegations are shown to be unfounded, they are withdrawn. The review date will be set by the Mediator to follow up the outcome of the mediation process.

5) Formal Complaint

In order to lodge a formal complaint and employee must complete a "**Reporting a Grievance Form**" and submit it to HR. If the complaint involves HR, the form must be submitted to the CEO.

Formal complaints are appropriate when:

- Mediation has failed;
- The complainant involves serious allegations of misconduct and informal resolution could compromise the rights of the parties;
- The person alleging the grievance also alleges victimisation;
- The allegations are denied after informal resolution and the complainant wishes to proceed and investigation is required to substantiate the complaint; and/or
- The person wishes to make a formal complaint.



During a formal complaint, the steps that are followed are:

- **"Reporting a Grievance Form"** received;
- The complainant is interviewed regarding the details;
- The allegations are conveyed to the respondent in full;
- The alleged harasser is given the opportunity to respond and defend themselves against the allegations;
- If there is a dispute over facts, statements from any witnesses and other relevant evidence are gathered by completing a **"Grievance Witness Statement Form"**;
- Relevant allegations made during the investigation are made known to both the complainant and alleged harasser, with an opportunity to respond;
- A determination is made as to whether the complaint has substance;
- A written report documenting the investigation process, the evidence, the finding and a recommended outcome/s is compiled;
- The course of action is reviewed confidentially by either HR or the CEO to determine that due process has been followed throughout and the decision is fair, reasonable and on the balance of probability, correct;
- The recommended outcomes, once reviewed, and finalised are implemented; and
- The parties should be permitted to have a support person accompany them to any interviews or meetings if required.

A formal complaint should not be dismissed on the grounds that no one saw or heard the incident/s occur. Often there are often no direct witnesses to a grievance. Those responsible for investigating complaints should consider all available evidence, including any surrounding evidence, and make their finding on the balance of probabilities, that is, that it is more probable than not that the grievance did or did not occur. It is important to note that even if there is not enough evidence for a complaint to be substantiated, it does not necessarily mean that the grievance was not warranted. Findings may be that the grievance did or did not occur, or that it was not possible to make a conclusive finding.

Evidence that may be relevant includes:

- Evidence that the complainant discussed his or her concerns with a family member, friend, co-worker, medical practitioner or counsellor;
- Supervisor's reports and personnel records (for example, unexplained requests for transfer or shift changes, sudden increase in sick leave);
- Complaints or information provided by other employees about the behaviour of the respondent;
- Records kept by the person regarding the grievance;
- Whether the evidence was presented by the parties in a credible and consistent manner; and
- The absence of evidence where it should logically exist.

6) Outcomes

Outcomes can include any combination of the following:

- Counselling;
- Disciplinary action (such as demotion, transfer, suspension, probation or dismissal);
- Official warnings that are noted on the personnel file;
- Disciplinary action against the complainant if there is strong evidence that the complaint was fabricated or malicious;
- Formal apologies;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- Reimbursing any costs associated with the grievance; and/or
- Re-crediting any leave taken as a result of the grievance.



Outcomes will depend on factors such as:

- The severity or frequency of the grievance;
- The wishes of the person who lodged the grievance;
- Whether the respondent could have been expected to know that such behaviour was a breach of policy;
- The level of contrition; and/or
- Whether there have been any prior incidents or warnings.

If there is insufficient proof to decide whether or not the grievance occurred LNAC will:

- Advise the complainant in writing utilising the "**Grievance Notification Outcome Letter**";
- Remind those involved of expected standards of conduct;
- Conduct further training and awareness raising sessions for employees; and/or
- Monitor the situation carefully.

LNAC will ensure that the outcome of a complaint, substantiated or not, does not disadvantage the person who made the complaint in any way, in the absence of strong evidence that the complaint was fictitious or malicious.

All parties involved are subject to confidentiality. This must be maintained at all times, in all stages of the process.

7) Informal and Formal Complaints – Time Limit for Resolution

Once an informal or formal complaint is received, a determination will be made within (10) ten working days, unless both the complainant and respondent agree to an extension of the time limit. Should there be a requirement to extend this timeframe, the appointed person will advise both the complainant and respondent of the extension time required and reasons why an extension is required.

Complaints of victimisation will be treated seriously. Victimisation of complainants is unlawful. Victimisation includes any unfavourable treatment of a person who has been involved with a grievance. Unfavourable treatment could include adverse changes in the working environment, denial of training or promotion, making negative, unfounded or belittling comments or exclusion by peers.

Fictitious Claims

If the complaint is found to be fictitious, action against the complainant may be taken under LNAC Performance Management Policy.

Criminal Conduct

Some types of grievances may also be considered offences under the criminal law. These include physical molestation or assault, indecent exposure, sexual assault, stalking and obscene communications. If it is suspected that a criminal incident has occurred the appointed person, when coming to the conclusion that a criminal offence may have occurred, should advise the complainant to report the matter to the police and provide any necessary support and assistance.

Record Keeping

Information that is collected during investigation proceedings in relation to a grievance is always of a confidential nature and is treated as such. All information including complainant and respondent statements and any witness statements is stored in a file that is stored away in a locked secure location.

A note is to be placed in the employee, contractor or volunteers personnel file indicating that information pertaining to an investigation is stored elsewhere. Where a complaint is made on an informal basis, and thus no investigation is carried out, the allegations are likely to remain uncontested. LNAC will not keep potentially damaging records containing unsubstantiated claims against an alleged respondent, particularly if they have no knowledge that the record exists and have not been given the opportunity to refute it.



Lodging a Complaint with the NT Anti-Discrimination Commission

This procedure does not in any way prejudice the complainant's right at any time to lodge a complaint with the Northern Territory Anti-Discrimination Commission in accordance with their complaint guidelines. For further information please visit the website <http://www.adc.nt.gov.au/>

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

A handwritten signature in black ink, appearing to read 'Robert Cooper'.

Date: 13 November 2019



Workplace Health and Wellbeing Policy

Policy ID: HR-WHWP01

Version:

Date of Policy: 01 October 2019

Scheduled Review Date: 01 October 2020

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) is committed to providing its employees with a safe, healthy and supportive work environment. LNAC recognised that the health and wellbeing of employees is very important and is committed to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.
Commencement	This policy will commence from 01 Oct 2019 . It replaces all other policies whether written or not.
Scope	This policy applies to ALL employees and contractors of LNAC (referred to as 'employees' herein for convenience only).
Responsibility	Employees/Managers have a responsibility to act in a positive manner regarding their lifestyle choices
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Objectives and Strategies

LNAC will endeavour to:

- encourage employees to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where practical)
- provide healthy eating choices in the workplace through addressing healthy physical settings, food supply and education
- educate employees around safe alcohol consumption and the health effects of smoking
- promote awareness of key health issues for employees (including social and emotional wellbeing)
- encourage employees to provide input into health and wellbeing initiatives

Responsibility

Employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing LNAC
- support fellow employees in their awareness of this policy
- support and contribute to LNAC 's aim of providing a safe, healthy and supportive environment for all employees.

Workplace Health and Wellbeing Policy

Policy ID: HR-WHW01

Version: 1



Managers have a responsibility to:

- ensure that all employees are made aware of this policy
- actively support and contribute to the implementation of this policy
- manage the implementation and review of this policy

Communication

LNAC will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy.



Housekeeping Policy

Policy ID: HR-HP01

Version:

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) will ensure that good housekeeping practices are adopted by all personnel to minimise the likelihood of incidents and injuries.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	Employees/Managers have a responsibility for enforcing good housekeeping practices as it is recognised that poor housekeeping creates hazards which can lead to injuries in the workplace.
Monitoring & Review	This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained. LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.

Good housekeeping practices include the following, but are not limited to:

- Work, storage and amenities will be kept and maintained in a clean and hygienic manner at all times;
- Appropriate waste disposal facilities will be provided;
- Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly;
- Portable equipment is to be returned to appropriate storage facilities after use;
- Adequate working space for the work activity being performed shall be maintained at all times;
- Work areas including doors, stairwells, aisles and other means of egress are to be kept clear and unobstructed at all times;
- Electrical cords, hoses and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard;
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner;
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins;
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers;
- Vehicles shall be parked only in authorised parking places;
- Aisles/walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping (hoses, cables etc.) and slipping hazards and the accumulation of combustible materials;
- Safety signs, fire extinguishers/hoses and emergency exits must not be obstructed; and
- Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019

Housekeeping Policy

Policy ID: HR-HP02

Version: 2



Incident Reporting Policy & Procedure

Policy ID: HR-INCP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	This policy sets out the broad obligations of Larrakia Nation Aboriginal Corporation (LNAC) and workplace participants when reporting an incident.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	ALL employees of Larrakia Nation Aboriginal Corporation (LNAC) are responsible to adhere to this policy.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Incident Reporting

An incident may be:

- An unplanned event that causes harm to people, property or the environment; or
- A near miss, which is an incident that does not cause harm to people, property or the environment but which under different circumstances could result in harm (that is, where there is a clear potential to cause harm).

All incidents must be reported and investigated as soon as possible after the event to prevent re-occurrences.

If a near miss occurs or an incident occurs where someone has been hurt doing a particular task, then a hazard exists, which could hurt someone else. These incidents need to be investigated to find the hazard that could have caused, or did cause, the injury or illness.

An incident involving someone who is not an employee is also to be recorded. Such persons include site visitors, contractors or members of the public.

Recording and Reporting Incidents

All types of incidents, including near misses (whether or not they involve damage to persons or property) must be reported immediately to the Manager/Supervisor.

An **Incident Report** must be completed.

It is the Manager/Supervisor's responsibility to ensure that all incidents are reported on the LNAC Incident Report.

A hard copy version of the Incident Report form shall be kept at HR and an electronic copy to the employees file.



There may be legal implications from the incident including the possibility that legal action will be taken by a regulatory body. Subject to the circumstances of the Incident, the relevant Manager/Supervisor should consider whether there is a need to seek legal advice.

Also, certain types of incidents must be notified to government authorities. Each State and Territory has different definitions and notification requirements for incidents. Details of these requirements may be found on the website for the relevant work health and safety regulator in each State/Territory.

Incident Response

A notifiable incident is an incident involving the death of a person, a serious injury or illness of a person, or a dangerous incident. (Please refer to the *Work Health and Safety Act* for the specific definitions of these categories of notifiable incidents).

The *Work Health and Safety Act* requires that:

- A person who conducts a business or undertaking must ensure that the relevant work health and safety regulator is notified by the fastest possible means (telephone or in writing) after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.
- A person with management or control of a workplace at which a notifiable incident has occurred (including any plant, substance, structure or thing associated with the notifiable incident) must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
- Written records in relation to notifiable incidents must be kept for at least 5 years.

Investigation of Incidents

In addition to incident reporting, Managers/Supervisors are responsible for ensuring an investigation is completed and corrective action taken.

The level of investigation must match the level of the incident. Before an investigation can proceed, consideration must be given as to whether the regulator has issued a non-disturbance notice for the site and/or whether any of the steps proposed to be taken in the investigation may have the effect of interfering with an investigation by the regulator and/or the police. Subject to these considerations and any restrictions arising, an investigation may proceed.

When conducting an investigation, the following steps must be followed:

- Nominate the appropriate person(s) to undertake the investigation;
- Plan the investigation which might include arranging to visit the relevant site, coordinating interviews, reviewing of documents and records and setting timeframes for completion;
- Examine the relevant area where the incident or near-miss occurred;
- Interview people directly involved and any witnesses to get a variety of points of view on what happened;
- Examine any relevant documents and records which might include risk or job safety assessments, maintenance records, inspection of checklists, hours of work records etc;
- Analyse the information and determine what happened and why did it happen; and
- Write up the investigation findings and keep a record of this report.

Causes of Incidents

Incidents may be a result of multiple causes, ranging from work methods, the worker, work environment, the equipment being used and organisational structure. Incidents occur as a result of a deficiency in the whole occupational health and safety management system, not a fault in an individual.

The **factors** to consider when identifying causes to incidents include:

Work Organisation - Look at how the work is organised including work processes, production demands, etc.



Work Methods - Identify whether the job being performed at the time of the incident had been subject to a job safety analysis. If the job had been analysed, then the risk control measures may require modification. If the job has not been analysed, then an analysis may identify hazards associated with the job that contributed to the incident.

Work Environment - Identify environmental conditions and stressors that may have affected the health of employees. Examples of environmental factors can include chemicals; noise; illumination; vibration; climate; radiation and biological agents.

Work Equipment/Plant

Identify if plant is:

- Designed for the work it is intended for
- Adjustable to accommodate the user
- Adequately safeguarded
- Regularly inspected for defects and repaired where required
- Routinely maintained
- Not used beyond its rated capacity
- Used in accordance with manufacturer's specifications

Employees - Identify the skills, attitudes, habits, physical attributes, experience and training of the individual/s involved.

Formulation of Safety Solutions

Recommended safety solutions will be identified from the careful analysis of the facts obtained from the incident investigation. These will include the:

- Identification of appropriate risk control measures in consultation with employees. Refer to the hierarchy of hazard control outlined in the Risk Management Procedure;
- Implementation of agreed risk control measures; and
- Establishing a system for regular review and evaluation of risk control measures

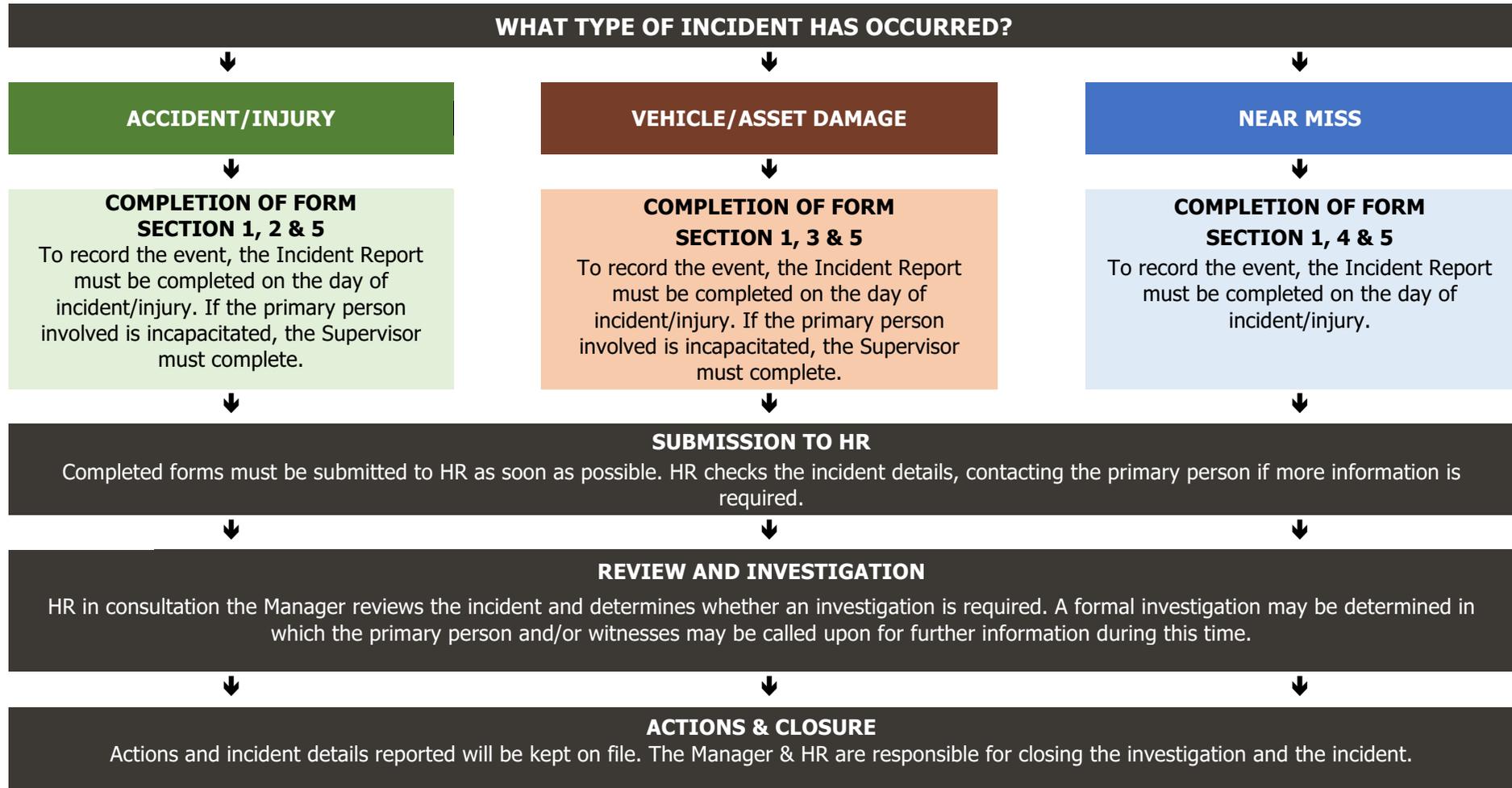
CEO Robert Cooper approved this policy.

CEO Authorised:

Date: 13 November 2019



LNAC - INCIDENT REPORTING PROCESS





Induction Policy

Policy ID: HR-INDP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC)'s induction policy is regarded as a vital part of an employee's recruitment and integration into the working environment. This policy, associated procedures and guidelines define the company's commitment to ensure that all employees are supported during the period of induction, to the benefit of the employee and company alike.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	Employees/Managers have a responsibility to: <ul style="list-style-type: none">✓ Ensure new employees to settle into the company quickly and become productive and efficient employees;✓ Ensure new employees are highly motivated and that this motivation is reinforced;✓ Assist in reducing staff turnover, lateness, absenteeism and poor performance;✓ Ensure that employees operate in a safe working environment; and✓ Minimise costs associated with repeated recruitment and training.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

The Induction Process

The induction process will typically comprise of two phases. **Phase 1** involves completion of relevant paperwork such as payroll details etc. **Phase 2** involves a face to face induction session that covers a range of topics about LNAC.

Phase 1 – Prior to Employment

All new employees are required to undergo a pre-employment medical examination.

The first phase of LNAC's induction process involves new employees completing necessary paperwork, to ensure the new employee can be established on LNAC's database.

This phase should occur prior to the first day of the workplace participant's employment/engagement.



The paperwork includes:

- Signing Contract
- Signing Job Description
- Supplying bank details
- Signing Superannuation form
- Signing LNAC's Non-Disclosure Acknowledgement
- Supplying ID
- Police Clearance and Working with Children Card (if applicable)
- Fair Work Statement supplied
- Signing Health Check Declaration

Phase 2 – Induction Session

The second phase of LNAC's induction involves an induction session which is typically conducted by the program Manager/Supervisor.

The induction session will typically cover:

- Introduction to colleagues
- Facilities eg. bathroom, tearoom etc.
- Timesheets described
- Rosters informed (if applicable)
- Use of equipment (vehicles, phones, internet, office equipment etc.)
- Work hours/meal breaks and overtime
- LNAC Policies & Procedures
- OHS Policies & Procedures

Cultural Awareness Training

LNAC are committed to providing new employees with Cultural Awareness Training within three months of commencement of their role at LNAC.

Introduction to Employees/Mentoring

The Manager/Supervisor is responsible for ensuring that the new employee is introduced to other employees.

New employees should wherever possible, be allocated a mentor to assist with transition into LNAC.

The mentor should also acquaint the new workplace participants with the day to day operations of the workplace.

A mentor should aim to make the new employee feel welcome and assist their transition into their environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

Induction Pack

The new employee will be given the induction package to read, comprising of:

- LNAC Employees Handbook
- Location of the LNAC Enterprise Agreement 2018
- Related forms (related to the program, if applicable)

CEO Robert Cooper approved this policy.

CEO Authorised:

Date: 13 November 2019



Information and Communication Technologies Security Policy

Policy ID: HR-INF01

Version: 1

Date of Policy: 2 December 2019

Scheduled Review Date: By 2 December 2020

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	This policy provides guidelines for the protection and use of information technology assets and resources within the Larrakia Nation Aboriginal Corporation (LNAC) to ensure integrity, confidentiality and availability of data and assets. It provides definitive instruction on the safeguarding of personal and proprietary information and thereby protect LNAC from the adverse impact on its reputation and operations of failures of confidentiality, integrity and availability.
Commencement	This policy will commence from 1 October 2019 . It replaces all other ITCS Policies (whether written or not).
Scope	This policy applies to ALL employees and contractors of LNAC (referred to as 'employees' herein for convenience only).
Responsibility	All Users should be aware of this policy, their responsibilities and legal obligations. All Users are required to comply with this policy and are bound by law to observe applicable statutory legislation. This policy is applicable to: <ul style="list-style-type: none">✓ All employees and contractors working for LNAC.✓ All information assets encompassing facilities, data, software, paper documents and personnel.✓ All clients of LNAC ICT equipment owned or leased by the Corporation; and✓ All equipment connected to LNAC data and voice networks.
Monitoring & Review	This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained. LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.



LNAC is committed to the appropriate use of Information and Communication Technology (ICT) and Services in support of its administrative and service functions. LNAC acknowledges an obligation to ensure appropriate security for all Information and Communication Technology data, equipment, and processes in its domain of ownership and control.

LNAC routinely gathers, stores, maintains, processes, transmits and disposes of records containing information. That information plays a vital role in supporting the organisation's business processes and customer services, in contributing to operational and strategic business decisions, and in conforming to legal and statutory requirements. Accordingly, information must be protected to a level commensurate with its value to the organisation, while still being made available to those who need it.

LNAC recognises that successful implementation of ICT security relies on having well informed Users combined with effective management procedures.

Physical Security

For all servers, mainframes and other network assets, the area must be secured with adequate ventilation and appropriate access. It is the responsibility of the Assets Manager to ensure that this requirement is followed at all times. Any employee becoming aware of a breach to this security requirement is obliged to notify the Assets Manager immediately. All security and safety of all portable technology, such as laptop, notepads, iPad etc. will be the responsibility of the employee who has been issued with the equipment. Each employee is required to use locks and passwords to ensure the asset is kept safely at all times to protect the security of the asset issued to them. In the event of loss or damage, the Assets Manager will assess the security measures undertaken to determine if the employee will be required to reimburse the business for the loss or damage.

Information Security

All relevant data, either general, client or business data is to be backed-up. It is the responsibility of the Chief Financial Officer to ensure that data back-ups are conducted on a regular basis and the backed up data is kept in a secure off site facility. All technology that has internet access must have anti-virus software installed. It is the responsibility of the Assets Manager to ensure anti-virus software remains up to date on all technology used by LNAC. All information used within LNAC is to adhere to the privacy laws and LNAC's confidentiality requirements.

Technology Access

If required, employees will be issued with a unique identification code to access the business technology and will be required to set a password for access. Each password is to be the required mix of alpha and numeric and is not to be shared with anyone.

Employees are only authorised to use business computers for personal use with the written approval of the Chief Executive Officer.



Information Technology Administration

The Assets Manager is responsible for –

- the maintenance and management of all service agreements for LNAC's technology
- maintaining adequate technology spare parts and other requirements including specific technology requirements, such as toners, printing paper etc.

Website Content

All content on LNAC website is to be accurate, appropriate and current. This will be the responsibility of the CEO. The content of the website is to be reviewed monthly. Basic branding guidelines must be followed to ensure a consistent and cohesive image for LNAC. All data collected from the website is to adhere to the [Privacy Act](#)

The following persons are authorised to make changes to the business website:

- Chef Executive Officer; or
- Human Resources Manager

IT service agreements

The following IT service agreements can be entered into on behalf of the business:

- Provision of general IT services
- Provision of network hardware and software
- Repairs and maintenance of IT equipment
- Provision of business software
- Provision of mobile phones and relevant plans
- Website design, maintenance etc.

All IT service agreements must be reviewed by the CEO before the agreement is entered into. All IT service agreements, obligations and renewals must be recorded by the Assets Manager and/or the CFO.

Emergency management of all information technology within the business.

Where there is failure of any of the business's hardware, this must be referred to the Assets Manager immediately. In conjunction with LNAC's external ITC service providers the Assets Manager will undertake tests on hardware and software to determine cause of failures, and enact all planned emergency procedures to minimise disruption to LNAC business operations.

Virus or other security breach

In the event that LNAC's information technology is compromised by a software virus such breaches are to be reported to the relevant manager and the Assets Manager immediately.



Essential Supporting Information

LNAC Enterprise Agreement 2018

Email Acceptable Use Policy

Copyright Act 1968 (Commonwealth)

Information Act 2002 (NT)

Information Regulations 2010 (NT)

Privacy Act 1988 (Commonwealth)

Spam Act 2003 (Commonwealth)

Surveillance Devices Act 2007 (NT)

Surveillance Devices Regulations 2010 (NT)

Telecommunications (Interception and Access) Act 1979 (Commonwealth)

This policy was approved by CEO Robert Cooper.

CEO Authorised:

Date:

13 November 2019



Internet, Email & Social Media Policy

Policy ID: HR-INTP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	This policy has been developed to assist and protect Larrakia Nation Aboriginal Corporation (LNAC) and its employees regarding internet, email and social media presence and usage.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	All LNAC employees have a responsibility to: <ul style="list-style-type: none"> ✓ Abide by this policy and any related policies at all times.
Monitoring & Review	This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained. LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.

Internet Use

Internet access may be provided by LNAC for business use. Limited private use may be permitted if the private use does not interfere with a person’s work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

The CEO has absolute authority to manage any permissions granted under this policy, at his or her discretion, without the right to appeal.

Failure to comply with this policy is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Employees need to be aware that some forms of internet conduct may lead to criminal prosecution.

Email Use

Email facilities are provided for formal business correspondence.

Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.

Management has the right to access incoming and outgoing email messages for any purpose management deems appropriate.

To protect LNAC from the potential effects of the misuse and abuse of email, the following instructions are for all users:

- No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of LNAC in the community or to its relationship with employees, clients, suppliers and any other person or business with whom it has a relationship;



- Emails must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships;
- The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised employees who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task;
- When using email a person must not pretend to be another person or use another person's computer without permission;
- Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted; and
- Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

This policy also applies to all employees, contractors and sub-contractors of LNAC who:

- Have an active profile on a social or business networking site such as, but not limited to, LinkedIn, Facebook, Myspace, Bebo, Friendster or Twitter;
- Write or maintain a personal or business' blog; and/or
- Post comments on public and/or private web-based forums or message boards or any other internet sites.

This policy does not form part of an employee's contract of employment. Nor does it form part of any contractor or sub-contractor's contract for service.

Professional Use of Social Media

LNAC expects its employees to maintain a certain standard of behaviour when using social media for work or personal purposes.

This policy applies to all employees, contractors and sub-contractors of LNAC who contribute to or perform duties such as:

- Maintaining a profile page for LNAC on any social or business networking site (including, but not limited to LinkedIn, Facebook, Myspace, Bebo, Friendster or Twitter);
- Making comments on such networking sites for and on behalf of LNAC;
- Writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of LNAC; and/or
- Posting comments for and on behalf of LNAC on any public and/or private web-based forums or message boards or other internet sites.

Procedure

No employee, contractor or sub-contractor of LNAC is to engage in Social Media as a representative or on behalf of LNAC unless they first obtain written approval from the CEO or their delegate.

If any employee, contractor or sub-contractor of LNAC is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of LNAC.

All employees, contractors and sub-contractors of LNAC must ensure they do not communicate any:

- Confidential information relating to LNAC or its clients, business partners or suppliers;
- Material that violates the privacy or publicity rights of another party;
- Information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of LNAC without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites; and
- Confidential information includes any information in any form relating to LNAC and related bodies, clients or businesses, which is not in the public domain.



Private & Personal Use of Social Media

Procedure

LNAC acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by LNAC. However, inappropriate behaviour on such sites has the potential to cause damage to LNAC, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of LNAC must agree to not publish any material, in any form, which identifies themselves as being associated with LNAC or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of LNAC must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- Is intended to (or could possibly) cause insult, offence, intimidation or humiliation to LNAC or its clients, business partners or suppliers;
- Is defamatory or could adversely affect the image, reputation, viability or profitability of LNAC, or its clients, business partners or suppliers; and/or
- Contains any form of Confidential Information relating to LNAC, or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of LNAC must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in dismissal or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (i.e. Facebook, LinkedIn), video and/or photo sharing websites (i.e. YouTube, Flickr), business/corporate and personal blogs, micro-blogs (i.e. Twitter), chat rooms and forums and/or Social Media.

CO Robert Cooper approved this policy.

CEO Authorised:

Date: 2 December 2022



Leave under the LNAC Enterprise Agreement Guide

ID: HR-LE01

Version: 1

Date: 2 December 2019

Scheduled Review Date: 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	To outline the procedures relating to the taking of paid and unpaid leave in accordance with the Larrakia Nation Aboriginal Corporation Enterprise Agreement (LNAC EA) 2018.
Commencement	This Guide commenced on 22 April 2019.
Scope	This Guide applies to ALL employees covered by the LNAC EA 2018
Responsibility	Employees and Managers have a responsibility to follow the procedures outlined in the Guide
Monitoring & Review	This Guide will be reviewed annually or following any changes to the Agreement or the Fair Work Act.

Definitions

Continuous service in relation to a period of service by an employee, means a period of service with LNAC during the whole of the period, including any period of authorised paid leave, or any period of authorised unpaid leave that is expressly stated as counting as service by a term or condition of employment, or under the Fair Work Act.

De facto partner means a person who lives with the employee as husband, wife or same sex partner on a genuine domestic basis, although not legally married to the employee.

Medical certificate means a certificate signed by a medical practitioner.

Medical practitioner means a person registered, or licensed, as a medical practitioner under a law of a State or Territory that provides for the registration or licensing of medical practitioners.

Parental leave means any of the types of leave stated in clause 54 of the EA.

Primary care-giver means an employee who has primary responsibility for the care of a child.

Spouse includes a de facto partner, former spouse or former de facto.

Ongoing employee means either part-time or full-time.

Casual employees are employed and paid by the hour and are not entitled to paid leave.



Introduction

Paid leave is available to all continuing and fixed term contract employees. Annual leave and personal leave accrue from your first day on the job. Other paid leave may commence after 12 months continuous service. See details below for commencement of your leave entitlements.

Casual employees are not entitled to paid leave. They paid a loading of 25% in compensation for no leave entitlement. Casual employees with 12 months regular and systematic service may be eligible for unpaid leave.

Annual Recreation Leave (ARL)

Entitlement

Paid ARL accrues progressively through the year according to the employee's ordinary hours of work. Full-time employees are entitled to 25 working days leave per annum. Part-time employees accrue leave on a pro-rata basis.

Approval

Leave must be requested and approved by the employee's manager before an employee can take ARL. ARL will not be approved retrospectively. Approval is subject to operational requirements.

Requirement to take ARL

The CEO may require employees to take a period of ARL subject to the CEO giving the employee eight (8) weeks' notice.

Annual leave loading (ALL)

Employees are entitled to annual leave loading at the rate of 17.5% on the leave accrued during any 12-month period. ALL is paid at the time leave is taken. ALL is not paid on pro-rata leave payments at the time of cessation of employment.

Cashing out ARL

An employee may request to cash out ARL subject to the employee retaining four (4) weeks accrued leave.

Personal leave during a period of ARL

Subject to the employee having sufficient personal leave and providing a medical certificate to cover a period of personal leave taken during a period of ARL, the ARL will be re-credited to the employee's accrued leave entitlement.

Personal / Carers Leave

Entitlement

All ongoing employees are entitled to 10 working days leave per annum accruing in accordance with the employee's normal hours of work. Part-time employees accrue leave on a pro-rata basis.

Paid leave is available to an employee in the following circumstances:

- ✓ The employee is not fit for work because of personal illness or injury;
- ✓ To provide care for a member of the employee's family or household, wherein;
 - The affected member is ill or injured; or
 - An unexpected emergency is affecting the member.

Approval

To obtain access to leave an employee must notify his/her immediate supervisor in writing accompanied by a medical certificate or other satisfactory evidence in the following circumstances:

- ✓ the absence is for two or more consecutive days; or
- ✓ the employee has taken leave for an aggregate of four days in the past 12 months without providing a medical certificate; or
- ✓ where the absence falls on a working day before or after a weekend, public holiday, annual recreation leave or rostered day-off.

Leave under the LNAC Enterprise Agreement Guide

Policy ID: HR-LE01

Version: 1



Notification

The employee must notify the supervisor as soon as practicable prior to the commencement of the employee's normal start time. The first attempt of notification shall be by telephone to the employee's normal work place. If unsuccessful communication either email or message is acceptable.

Compassionate Leave

Entitlement

Ongoing employees shall be entitled to two (2) days of compassionate leave on each occasion to spend time with a member of their immediate family 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 and for funeral attendance. In addition, compassionate leave may be granted to attend funerals of a person who is not a member of the immediate family at the sole discretion of the CEO and may be paid or unpaid.

Approval

Prior to accessing leave, an employee must contact his or her supervisor with an application in writing to the CEO attaching either a medical certificate or funeral notice.

Access to this entitlement is at the discretion of the CEO.

Special Leave

Entitlement

An employee may be granted special leave of five days per annum at the discretion of the CEO in cases of emergencies.

Paid special leave shall not exceed five days in any year.

Special leave does not accumulate from year to year.

Approval

The CEO may request that an employee utilise other accrued leave options in conjunction or in place of any granted special leave.

Special leave must be applied for in writing and in advance if possible.

Cultural Leave

Recognition

LNAC recognises and values the cultural diversity of its workforce and acknowledges the importance of cultural obligations and the ability to participate in cultural activities to its employees.

LNAC is committed to enabling employees to participate in cultural activities and to meet their cultural obligations in instances where individual needs and obligations need to be met and conducted within working hours.

Entitlement

Cultural leave is only available to ongoing employees with 12 months service.

The CEO may grant up to the equivalent of 10 days cultural leave with pay, per annum to employees to enable them to meet individual needs and responsibilities associated with cultural obligations and requirements, including activities associated with:

- ✓ Meeting traditional law, customary law and community obligations; and/or
- ✓ Participating in national cultural activities.

The cultural obligations and activities that would meet the criteria for cultural leave can be defined as (but are not limited to):



- ✓ Traditional and customary law requirements which may include the requirement to participate in or attend an initiation ceremony; or
- ✓ A ceremony relating to men's business or women's business.

Community obligations which may include (but are not limited to):

- ✓ Fulfilling community obligations including required attendance at community meetings

Approval

Applications for cultural leave must be in writing and in advance. Approval will be at the sole discretion of the CEO. Cultural leave does not accumulate from year to year and shall not be paid out on termination.

Community Service Leave

Entitlement

When a full-time employee is required to attend for jury service, LNAC will pay the ordinary hours of work whilst attending jury service.

Reimbursement

The employee is required to reimburse LNAC with any fees received in respect of attendance as a juror. In the event an employee does not reimburse the jury service fee, the amount concerned will be recoverable by LNAC as an overpayment of wages.

Report for Work

An employee called up and subsequently not required for jury service will report to work as soon as possible after being informed they are no longer required.

Other leave

Where an employee is required to attend court personally or as a support person, the employee may request this leave to be taken as annual leave or leave without pay (LWOP).

Domestic Violence Leave

Entitlement

Employees (full-time & part-time) are entitled to access up to five days paid leave pro-rata, per annum of Domestic Violence Leave which may be used for the purposes of:

- ✓ Seeking medical and legal assistance
- ✓ Attending court appearances
- ✓ Counselling
- ✓ Relocation
- ✓ To make other safety arrangements LNAC EBA 2018 -

Domestic Violence Leave is non-cumulative.

Approval

The amount and type of leave provided will be determined by the individual's situation through consultation between the employee, supervisor and the Human Resources Manager. The application will be approved by the CEO.

Staff Training & Study Leave

Entitlement

LNAC are committed to achieving a skilled and experienced workforce and recognise the need to up-skill and provide further training to its employees.

LNAC will provide employees development and training in the form of accredited training, non-accredited training and workshops at the discretion of LNAC.

Training provided by LNAC will be during work hours and employees who are in attendance shall be paid at their ordinary rate.

Leave under the LNAC Enterprise Agreement Guide

Policy ID: HR-LE01

Version: 1



Study leave is only available to ongoing employees with 12 months of service, wishing to commence further training outside of LNAC.

Approval

Study leave must be applied for in writing and be relevant to the workplace. Approval is at the discretion of the CEO. If granted an employee shall be entitled to an amount of study leave specified by the CEO.

Parental Leave

Subject to an employee satisfying any specified qualifying requirements, the types of parental leave available are:

- ✓ Maternity Leave;
- ✓ Paternity/Partner Leave; and
- ✓ Adoption/Foster Care Leave.

Weekends, public holidays, and rostered days off (if any) are part of parental leave and do not extend the period of leave.

Casual employees with 12 months regular and systematic service are eligible for unpaid parental leave.

Maternity Leave

Entitlement

A pregnant employee with at least 12 months continuous service with LNAC may access 12 weeks of paid maternity leave.

Application

To be entitled to maternity leave, an employee must give her CEO the following notice and evidence:

- ✓ Not less than 10 weeks before the expected date of the birth, a medical certificate stating the expected date of birth;
- ✓ Not less than four (4) weeks before the intended date of commencement of leave, written notice of the date on which the employee intends to commence leave and the period of leave to be taken, along with a statutory declaration stating that the employee intends to be the child's primary care-giver at all times whilst on leave; and
- ✓ As soon as is practicable, a copy of the child's birth certificate.

The employee will not be in breach of clause if the failure to give the required notification and evidence is because of the birth occurring earlier than expected or any other compelling circumstance.

An employee may commence ordinary maternity leave at any time within six (6) weeks immediately prior to the expected date of birth.

Where an employee continues to work within the six (6) week period immediately prior to the expected date of birth, the employee must provide a medical certificate stating that she is fit to work on her normal duties.

Paternity/Partner Leave

Entitlement

An Employee who has completed at least one (1) years continuous service at the time of commencing his or her leave may take up to six (6) weeks leave, including one (1) week paid leave. The leave is to be taken within the week starting on the day that the employee's spouse begins to give birth, with such leave able to be taken at the same time that the Employee's spouse is taking paid or unpaid maternity leave.

The following conditions apply to paternity/partner leave:

- ✓ Leave is to be taken in the first 12 months from date of birth of the child.

Leave under the LNAC Enterprise Agreement Guide

Policy ID: HR-LE01

Version: 1



- ✓ Unless the CEO agrees otherwise, leave must start within the week starting on the day that the Employee's spouse begins to give birth.
- ✓ Leave may be taken in separate periods, but unless the CEO agrees, each period must not be shorter than two (2) weeks.

Notice

The Employee must give notice to the CEO at least:

- ✓ 10 weeks before starting the leave, unless paragraph 2 below applies.
- ✓ If the leave is to be taken in separate periods, and the leave is not the first of those periods of leave, four (4) weeks before starting the period of leave; or
- ✓ If that is not practicable- as soon as practicable, which may be a time after the leave has started.

Adoption/Foster Care Leave

Entitlement

An employee with at least 12 months' continuous service with LNAC may access 12 weeks of paid Adoption/Foster Care Leave.

Notice

To be entitled to Adoption/Foster Care Leave, an employee must give the CEO the following notice and evidence (as soon as is practicable):

- ✓ Documentation from the relevant government authority (satisfactory to the CEO) confirming that the employee (or the employee and their spouse jointly) will be the primary caregiver/s to a child (under 18 years old) that will be adopted or cared for by the employee (or the employee and their spouse), and the estimated date that this will take effect: and
- ✓ Not less than four (4) weeks before the intended date of commencement of leave, written notice of the date on which the employee intends to commence leave and the period of leave to be taken.

Returning to Work after Period of Parental Leave

Entitlement

An employee on maternity leave may not return to work before six (6) weeks after the date of birth of the child.

Notice

Unless otherwise agreed, an employee must give the CEO at least six (6) weeks written notice of the date on which he or she intends to return to work following a period of parental leave.

Public Holiday

When a public holiday falls within a period of ARL the time will be paid as ordinary time worked and will not form part of the annual leave period.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Manual Handling Policy

Policy ID: HR-MHP02

Version: 2

Date of Policy: 01 May 2017.

Reviewed: 01 October 2019.

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) will provide employees with information on the importance of correct manual handling procedures to minimise the likelihood of injury to themselves or others.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	This policy is the responsibility of ALL employees of LNAC.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

LNAC are committed to providing a safe and healthy workplace.

To do this we will:

- Identify hazardous manual tasks within the organisation; and
- Assess the level of risk posed by manual handling activities.

Control Measures for Manual Handling Risks

Manual handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move relating to the task, and the duration and frequency of the task, also the workplace environmental conditions that may affect the task or the worker performing it. The design of the work area, and the layout of the workplace, and the systems of work used, and the nature, size, weight or number of persons or things involved in carrying out the task.

- Provide adequate and appropriate storage;
- Ensure manual handling tasks are identified, assessed and controlled in consultation with employees;
- Consider weights when purchasing items;
- Undertake individual assessment of needs and create individual manual handling plans as required;
- Provide manual handling procedures and training to employees on how to safely undertake manual handling tasks; and
- Provide sufficient resources and support to Managers/Supervisors and employees to ensure manual handling risks are eliminated or minimised.



All LNAC Employees are Expected to:

Follow all manual handling procedures that have been put in place and not engage in unsafe manual handling practices;

- Advise their Manager/Supervisor of any risks in relation to manual handling that become evident as part of their duties;
- Notify their Manager/Supervisor in the event of an injury as per the Incident Reporting Policy & Procedure; and
- Notify their Manager/Supervisor of any equipment which is damaged and/or incorrectly functioning that relates to them performing any manual handling duty.

LNAC recognises manual handling can be a major cause of incidents and near misses in the workplace. As such, a comprehensive strategy has been developed to minimise the risk and impact of manual handling.

Training and Education

LNAC will provide manual handling training, regular refresher sessions and specific training where identified. Training in conducting risk assessments of manual handling tasks will also be provided.

Management will identify appropriate training resources and communicate these to employees.

Support

Should an employee suffer an injury during a manual handling task, we will provide support. This may include treatment, additional training, suitable duties or other support as required. Once an injured worker is certified fit for normal duties, manual handling competency will be reassessed.

Manual Handling of Objects

Risk assessments will be conducted of tasks identified as involving manual handling and appropriate controls identified. Risk assessments will be reviewed on a regular basis.

All new tasks and/or equipment will be risk assessed in relation to manual handling prior to purchase/implementation.

Equipment

LNAC where required, will provide a range of equipment to decrease manual handling risks such as trolleys, lifting devices, etc. Tasks requiring equipment will be identified and employees trained in the correct use of all equipment.

CEO Robert Cooper approved this policy.

CEO Authorised:

Date: 1 Oct 2019



HOW TO AVOID MANUAL HANDLING INJURIES WHEN LIFTING:

1 Plan and check for dangers to yourself or others. Is the destination of the load clear, free from obstruction and within reason?

2 Check your balance and position. Is the load stable, within your weight limits and easy to grip?

3 When lifting items use your legs. Do not jerk when lifting, keep the movement smooth and take a rest if needed.

4 When moving your load, move from your feet. Do not twist and keep the heaviest part of the load against your body.

5 Ensure that others can see you. If required, wear your personal protective equipment (PPE).

<p>INJURY MAY RESULT WHEN A PERSON:</p> <ul style="list-style-type: none">• sustains or holds an awkward posture• uses repetitive or sustained force• uses high or sudden force• performs repetitive movement without breaks• lifts weights above their limit	<p>AS AN EMPLOYER YOU MUST:</p> <ul style="list-style-type: none">• identify hazards• eliminate the risks wherever possible• minimise the risk by implementing control measures.• maintain control measures and update procedures frequently so they remain effective• constantly review risk control measures• seek professional advice to avoid any potential injury to staff and costly claims	<p>AS AN EMPLOYEE YOU MUST:</p> <ul style="list-style-type: none">• ensure you are aware of, and follow all policies or procedures your employer has in place• take reasonable care for your own health and safety and do not place other workers at risk by your actions• use correct lifting procedures• use mechanical aids or team lifting• comply with any reasonable instruction given by your employer or manager.• be proactive in identifying and reporting potential hazardous manual handling tasks• notify your manager immediately of any injuries or illness
--	---	---

Image developed by Employsure (www.employsure.com.au)

CEO Robert Cooper approved this policy.

CEO Authorised:

Date: 1 May 2017



Media Policy

Policy ID: HR-MP02

Version: 2

Date of Policy: 01 May 2017

Reviewed: 01 October 2019

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) aims to promote: <ul style="list-style-type: none">➤ The interests, values and views of LNAC, the Larrakia people and the broader Aboriginal community in a strategic and coordinated manner in alignment with other engagement activities;➤ Display the organisation and the Aboriginal community in a positive light and advance community-based reconciliation;➤ Develop Aboriginal voices to represent the organisation and the community in the media; and➤ Protect the organisation and the community from adverse action, media intrusion, and any untrue claims.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	All LNAC employees have a responsibility to abide by this policy and any related policies at all times.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Planned Publicity and Media Engagement

A critical component of stakeholder engagement and the promotion of key messages to the broader public is the implementation of a proactive media engagement strategy and/or planned publicity.

The CEO serves as chief spokesperson for LNAC, assuring proper representation of LNAC to the community. The CEO has been delegated responsibility for the management and oversight of proactive media and publicity campaigns and has the authority to delegate authority for issue/project specific engagement strategies to individual employees.

Employees/Representatives with delegated authority are responsible for the management of program/issue specific engagement strategies including, but not limited to, the development of media releases, advertising and promotional material and articles for publication.

The CEO must be kept informed of the progress and activities related to any planned publicity and media engagement.

All planned publicity and media engagement undertaken by a delegated employee or representative must be carried out in accordance with this policy and any other policies and procedures in place within LNAC.



Interaction with the Media as an Official Spokesperson of LNAC

Only the CEO, or an individual formally authorised by the CEO (either generally or on particular matters), may provide official comment to the media on behalf of LNAC.

All media enquiries relating to LNAC policies, operations and issues, received by any employee must be directed to the CEO, who will, in consultation with appropriate personnel, determine a spokesperson to address the enquiry. This spokesperson is then responsible for coordinating the gathering of relevant information and communicating with the media.

Any employee who becomes aware of an issue or event that has the potential to impact significantly on LNAC's reputation or stakeholder relationships must immediately notify the CEO. The employee must not make any comment to the media, even if it is the media who have alerted him or her to the issue/event.

Project/Program

It is recognised that individuals employed by the organisation to oversee/manage specific projects and/or programs have a specialised level of expertise in relation to these projects. As such, individual with the written authority of the CEO may be designated as the specific media/external contact and spokesperson for that project.

Confidential Information and Requests

Confidential LNAC information must not be disclosed to the media. Requests for information that is confidential must be referred to the CEO, so that they can be considered within the provisions of the relevant legislation.

Information about employees may only be given to media with the explicit consent of the individuals concerned, except in exceptional circumstances with guidance from the CEO.

Any employee who receives a request for information, from the media or any other party, which quotes either the Privacy Act 2009 or Right to Information Act 2009, must forward it immediately to the CEO who will respond on behalf of LNAC.

Responsibilities of Employees to Act in the Best Interests of LNAC

Notwithstanding the rights of individuals to freedom of speech within the law, LNAC employees have an obligation, expressed in the LNAC Code of Conduct, to act in the best interests of LNAC at all times.

LNAC employees will refrain from debating organisational matters or disclosing confidential information through the media, this includes social media such as Facebook, Twitter etc.

They must not:

- Express views and opinions in the public domain with the intention of discrediting LNAC; and
- Express views on behalf of LNAC unless authorised to do so by the CEO.

In circumstances where an employee or member considers there to have been serious wrongdoing by LNAC, they are advised to follow internal procedures for the proper investigation and resolution of such matters, as provided in the Complaints Policy.



Contact with the Media by Employees as Private Individuals

LNAC affirms the right of employees to interact freely with the media as private individuals.

When LNAC employees discuss or write about matters with the media, outside their areas of work, they must make it clear that they are speaking as private individuals and not as representatives of LNAC. The use of organisational position titles, letterhead or postal/email addresses is prohibited in this context.

When LNAC employees speak to the media on their own behalf, or on behalf of organisations not associated with their work at LNAC, LNAC property, including work uniforms, must not be used as an identifying backdrop for filming or photographic purposes.

No connection expressed or implied, whether by the LNAC employees or by the media organisation with LNAC should be made. This must be made clear with the media organisation prior to the start of the engagement.

Any breach of this policy may result in disciplinary action, including, but not limited to, termination of employment.

This policy was approved by CEO Robert Cooper.

A handwritten signature in black ink, appearing to read 'Robert Cooper', is written over a light blue horizontal line.

Date: 01 Oct 2019



Performance Management Policy

Policy ID: HR-PEM02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	<p>Larrakia Nation Aboriginal Corporation (LNAC) is committed to fostering a harmonious work environment that supports a positive employee relations culture, a safe work environment, and provides employees with information regarding appropriate performance standards and workplace behaviour.</p> <p>This policy is designed to ensure that when discipline and termination issues arise, the principles of procedural fairness are applied and appropriate standards are met when terminating employment.</p>
Scope	<p>The policy serves only as a framework or guideline in relation to managing performance. Accordingly, any failure to follow any steps set out in this document will not nullify the ramifications of any performance shortcoming and/or misconduct which would justify a later step in the proceedings, even though an earlier step has not been carried out.</p>
Responsibility	<p>This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).</p> <ul style="list-style-type: none">➤ HR Department - Responsible for reviewing and updating the policy, and supporting resources and for providing advice in the application of this Policy in accordance with agreed HR service levels.➤ Managers/Supervisors - Responsible for addressing any instance of conduct or performance that is below standard and in their realm of authority and for implementing the processes outlined in this Policy, in accordance with this Policy, as required.➤ All Employees (including Managers/Supervisors) - Responsible for adhering to all reasonable behavioural and performance expectations and for participating in the disciplinary process outlined in this Policy.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>



Promotion of Positive Outcomes

LNAC aims to give each employee every opportunity and encouragement to perform to the best of his/her ability. LNAC also has a reasonable expectation that employees, who present themselves as capable of performing in a certain position, will fulfil their duties adequately and responsibly and will conduct themselves in a proper and professional manner.

Conduct that may warrant Performance Management:

- Incompetence or inability to improve;
- Failure to reach performance objectives or goals;
- Failure to carry out duties and responsibilities to the level required of the position;
- Poor work ethic.

Conduct that may warrant Disciplinary Action, including Termination of Employment:

- Failure to meet required a required level of Performance Management improvement;
- Willful breach of policies and procedures;
- Conflict of interest;
- Acts of dishonesty, such as theft;
- Excessive absenteeism;
- Unauthorised absences;
- Lateness for work;
- Improper or unauthorised use of paid leave;
- Conviction of a criminal offence which is inconsistent with a continuation of the employment relationship;
- Breach of any anti-discrimination and equal opportunity legislation;
- Obscene language directed towards the employer, fellow employees, volunteers or service users;
- Removing or misplacing LNAC property or equipment, records, or LNAC documentation without prior approval;
- Falsification or misrepresentation of qualifications or experience whilst applying for employment;
- Refusing to carry out a lawful and reasonable instruction;
- Serious neglect of duty;
- Any other behaviour which would prejudice the name, reputation and interests of LNAC.
- Assault or threatened assault of another employee or member of the public;
- Intoxication or improper drug use at the workplace;
- Sexual harassment;
- Breaches of confidentiality;
- Gross insubordination, abuse, rudeness or other unacceptable behaviour in the performance of the duties, or failure to comply with a lawful and reasonable instruction;
- Commission of a crime while in the course of employment.

Support

At any stage of the process set out in section "Disciplinary Procedure" and "Termination", an employee will be entitled to a support person.

Right of Reply

At all stages of the process set out in section Disciplinary Procedure and Termination, the employee will be given an opportunity to respond to allegations made about his/her conduct or performance.

The employee will be entitled to be supported during any meetings or hearings during which they are required to respond to any such allegations.



Investigations

In certain circumstances, LNAC may need to investigate allegations made against or about the employee.

Where an investigation is conducted, the employee may be suspended from duty with pay.

The employee will be given a chance to consider and respond to such allegations during the investigation or formal disciplinary process.

After LNAC has investigated the matter and taken into consideration the responses (if any) by the employee to the allegations, the organisation will take such appropriate action as may be necessary. This may include absolving the employee of any guilt, an oral or written warning or summary dismissal.

DISCIPLINARY PROCEDURE

The following stages of the formal disciplinary process are to be used as guidelines only and do not form part of the employment contract or relationship between LNAC and its employees.

Counselling/Verbal Warning

An initial incident or unsatisfactory performance or conduct may result in an oral counselling or warning being given to the employee by their Program Manager/Supervisor (which may be documented in writing).

First Written Warning

More serious incidents, a recurrence of an earlier incident, or more serious unsatisfactory performance or conduct may result in a written warning from the employee's Program Manager/Supervisor.

Final Written Warning

Continued unsatisfactory performance or conduct may result in a final written warning being issued by the employee's Program Manager/Supervisor or HR.

First and Final Written Warning

A significant incident or unsatisfactory performance or conduct which is not serious enough to justify instant dismissal, may result in a first and final warning being issued by the CEO.

Termination

Termination on Notice Following Warnings

Should the employee fail to meet the standards of performance and/or conduct within the time frame specified in the final written warning or first and final written warning, he/she will be terminated with notice or payment in lieu of notice in accordance with clause 11 of the LNAC Enterprise Agreement 2018.

Summary Dismissal for Serious Misconduct

Summary Dismissal may occur in cases where an employee's performance or conduct is such that they fall within the ambit of clause 13 of the LANC EA. Termination under these circumstances is without notice or payment in lieu of notice.



Written Record

A written record (***Employee Disciplinary Report***) of any performance management or disciplinary meeting will specify:

- the nature of the alleged incident or unsatisfactory performance or conduct;
- the employee's response (if any), the level of warning issued (i.e. First Written, First and Final) performance or conduct standards required;
- any necessary action taken to rectify the situation (such as follow-up counselling;
- further training;
- workload adjustment or improved effort on behalf of the employee); and
- the period over which the employee's progress will be monitored to see whether or not these standards are met.

The written warning may be erased at the discretion of the CEO after the situation has been resolved.

CEO Robert Cooper approved this policy.

Date: 13 November 2019



Performance Review Policy

Policy ID: HR-PER02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) Performance Review Policy has been designed to provide a vital link between the organisation and its employees. It is also designed to ensure that goals and objectives flow from the top of the organisation to the personal objectives of each employee.
Scope	The policy serves as a framework in relation to reviewing an employee's performance.
Responsibility	<p>It is the responsibility of Employees to:</p> <ul style="list-style-type: none">➤ Participate openly and honestly in planning and assessing their own performance and providing feedback to their Manager/Supervisor. <p>It is the responsibility of Managers/Supervisors & the CEO to:</p> <ul style="list-style-type: none">➤ Set reasonable performance goals, standards and deadlines with employees;➤ Inform employees about personal work performance in an honest, fair and constructive way that acknowledges success and encourages improvement as appropriate;➤ Provide opportunities for employees to discuss the performance of the Manager/Supervisor and the Employee in a constructive manner;➤ Maintain objectivity and confidentiality when discussing sensitive issues;➤ Ensure employees' position descriptions are up-to-date;➤ Provide employees with the resources, information and training they need to carry out their work safely and effectively. <p>It is the responsibility of HR to:</p> <ul style="list-style-type: none">➤ Continually review and refine the performance review process to ensure it will support the achievement of the organisation's objectives, and which will fairly and consistently evaluate employee performance against these objectives;➤ Provide ongoing development of managers' skills that are required to effectively conduct performance reviews;➤ Ensure that all managers are aware of their responsibilities in the performance review process;➤ Provide ongoing support and guidance to managers with performance issues.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>



Principles

Reviewing employee performance and fostering professional development are critical elements in the achievement of LNAC's objectives and ensuring its overall success. As a tool to assist in the review of performance, employees participate in an annual performance review.

LNAC are committed to providing employees with a Performance Review, no less than annually. The CEO may also instruct reviews on a needs-basis e.g. position restructure, position changes or organisational change.

Development and management of performance is a joint responsibility between the Manager/Supervisor and the employee. Performance review is a process through which employees and Managers/Supervisors can work together to:

- Identify, document and describe work expectations;
- Discuss learning and development needs; and
- Plan for future individual and organisational growth and development.

The Performance Review Process is designed to provide:

- A structured yet flexible approach to developing and managing performance;
- Employees with a clear understanding of their work roles within LNAC, including the contribution of their work to the achievement of organisational vision and strategies;
- A process to recognise achievement and address unsatisfactory performance;
- Better communication between Managers/Supervisors and employees;
- A process for identifying employee strengths and how they might best be utilised, and improved; and
- The opportunity for employees to develop to their full potential.

Performance Review Process

It is the responsibility of the Manager/Supervisor to schedule the review with the employee and to provide him/her with the necessary documentation prior to the meeting to allow adequate time for preparation.

The process consists of four integrated components which will all be used during the performance review:

- 1) Position Description;
- 2) Regular Monitoring of performance;
- 3) Performance Review Form; and
- 4) Employee Development Process.

Position Description

Development of a position description is critical in providing a solid foundation and direction for performance development which includes:

- Objectives & responsibilities;
- Connection with organisational strategy; and
- Selection criteria for the role.

The position description must be reviewed by the Manager/Supervisor and HR on an annual basis and/or when a job vacancy arises and/or following a job redesign. The position description will consequently be revised if deemed necessary by the Manager/Supervisor and approved by the CEO. Major revisions may result in a re-evaluation of the position in terms of classification and remuneration.



Regular Monitoring

Regular monitoring is a major responsibility for all Managers/Supervisors. It is critical that Managers/Supervisors recognise good performance and address unsatisfactory performance promptly and efficiently. In acknowledging good performance, Managers/Supervisors are encouraged to consciously recognise and acknowledge achievements and discuss such recognition at regular Managers/Supervisors meetings.

Performance Review Forms

Performance reviews are only beneficial when a solid foundation for the review has been laid through regular monitoring and discussions. It is not possible to make up for six or twelve months of inadequate communication in one interview.

The **Performance Review Form** shall be completed and signed by both the Manager/Supervisor and employee during the review process.

Employee Development Process

Manager/Supervisor and employee discuss the role to ensure a thorough understanding of the job content, skill levels and work behaviour requirements of the position. Employee development and career planning will be discussed during the performance meeting with a to identifying:

- Individual training needs related to job requirements and work performance (use a **Training Needs Analysis** if necessary);
- Personal and career aspirations; and
- Organisational opportunities.

The outcome of this discussion will form the basis of LNAC's future training plans. Professional development opportunities such as workshops, conferences and short courses etc. that are deemed appropriate for the employee's professional development will be identified and discussed with the employee.

Key Performance Indicators (KPI)

Key performance indicators (KPIs) are ways to periodically assess the performances of organisations, programs and employees. Accordingly, KPIs are most commonly defined in a way that is understandable, meaningful, and measurable.

Developing KPIs should follow the SMART criteria as a guide. This means the KPI has a:

- S**pecific purpose for the organisation, and is
- M**easurable to get a value of the KPI, but also
- A**chievable. The improvement of a KPI must be
- R**elevant to the success of the organisation, and finally it must be
- T**ime phased, which means the value or outcomes are shown for a predefined and relevant period.

Identifying and Managing Underperformance

Managers/Supervisors should not wait until the annual performance review to recognize successes or to address underperformance issues. Where underperformance is identified, the Manager/Supervisor is required to set objectives and reasonable timeframes within which improvements are to be achieved. The Manager/Supervisor will closely monitor the work and communicate frequently with the employee.

The employee is to be provided with appropriate assistance to address underperformance. If the performance of the employee breaches any of LNAC's policies & procedures, refer to the Performance Management Policy for further guidance.



Record Keeping

One copy of the completed Performance Review Form should be retained by the employee and another by the Manager/Supervisor and HR. This will be kept in the employee's personnel file.

Where there is a change of Manager/Supervisor, it is expected that previous performance reviews should be made available to the person taking over that role.

This policy was approved by CEO Robert Cooper.

Date: 13 November 2019



Police Clearance & Working with Children Check Policy

Policy ID: HR-PCWWC02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	<ul style="list-style-type: none"> ➤ To protect employees, clients and volunteers and the integrity of Larrakia Nation Aboriginal Corporation (LNAC) and its programs and services. ➤ To establish suitability of employees' and volunteers working with clients of LNAC. ➤ To ensure that all employees and clients are protected from working with persons with previous serious criminal misdemeanours.
Scope	This policy and associated requirements apply to all staff and volunteers authorised to participate in child related work.
Responsibility	This policy is the responsibility of ALL employees of LNAC
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Principles

LNAC is committed to providing a safe environment for its employees, clients, volunteers and the community. As part of this ongoing commitment and responsibilities under the *Care and Protection of Children's Act* and the *Aged Care Act 1997*, this policy provides explanation and guidelines on the appropriate use of police clearances.

At all times employees and volunteers will be required to work in circumstances which involve the acceptance of trust and responsibility for the welfare of our clients and care of our property and equipment.

It is a condition of employment that all employees deemed to be covered by this policy undertake a **Police Clearance** and **Working with Children Check**. It is an offence to undertake child related work if you do not hold a valid clearance notice. The obligation to obtain an Ochre Card may be waived by the Program Manager if the position is in a non-contact area such as administration.

In the instance where a prospective or current employee police check indicates that the individual has a serious record, or a criminal or court record, a risk assessment will be conducted.



In the case that a risk assessment the following factors will be considered:

- Whether the person's serious record, criminal or court record is directly relevant to the role the person will or is likely to perform;
- The length of time that has passed since the person's conviction and the person's record since that time;
- The nature of the offence pertaining to the serious record, criminal or court record and the circumstances in which it occurred;
- Whether the offence involved vulnerable persons;
- The circumstances in which the person will or is likely to have contact with vulnerable persons;
- The particular role the person is proposed to undertake or is currently undertaking in relation to the agreement and whether the person has a serious record, criminal or court record is reasonably likely to impair the person's ability to perform or continue to perform the inherent requirements of the role; and/or
- The person's suitability based on their merit, experience and references to perform the role they are proposed to undertake or are currently undertaking in relation to the agreement or any part of the agreement.

Based on the risk assessment, procedures will be put in place to ensure that risk to vulnerable clients and equipment is adequately managed.

Where employees commence work, but have not yet completed a police check, they are required to complete a **Statutory Declaration Form** stating that they have no convictions that affect their ability to carry out their responsibilities at LNAC.

Initial Applications & Renewals

New employees of LNAC are subject to a Police Clearance. It is the new employee's duty to obtain the Police Clearance prior to commencing work with LNAC. Notwithstanding the Program Manager may waive the obligation if the position is in a non-client contact area.

Working with Children checks can be completed online at <https://forms.pfes.nt.gov.au/safent/> or at the SAFE NT Darwin Office, Ground Floor, 37 Woods St, Darwin. Application for this is the full responsibility of the employee.

For existing employees of LNAC, renewals for Police Clearance must be completed every 2 years and Working with Children Checks as and when the current check expires; this is a condition of continued employment. It is the responsibility of the employee to ensure the renewals are undertaken.

Failure to renew may result in a 'stand down' period until these checks are completed and evidence has been provided.

If during employment, the employee commits an offence which results in a serious record, criminal or court record, the employee must make it known to LNAC. If the employee does not follow procedure, disciplinary action may follow. A risk assessment (as mentioned above) will determine whether the employment will be affected.

LNAC maintains a Police Clearance and Working with Children Check register to ensure that all appropriate employees have a current and up to date clearances.

CEO Robert Cooper approved this policy.

CEO Authorised:

Date: 13 November 2019



Privacy Policy

Policy ID: HR-PP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) respects the privacy of our clients, members, participants, employees, volunteers and visitors. This Policy meets the requirements of the Commonwealth Privacy Act (amendment) 2001 and related State Government legislation.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	This policy is the responsibility of ALL employees of LNAC
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Collection of Personal or Health Information

LNAC collects personal information directly from our clients, members, participants, employees, volunteers and visitors through electronic, verbal, and written correspondence.

Use of Personal or Health Information

LNAC may use personal/health information for:

- Programs and service provision;
- Administration;
- Training;
- Payroll; and
- Research and development purposes.

Collection of Personal or Health Information Relating to Children

LNAC does not collect, use or disclose personal information about anyone under the age of 18 unless we have the consent of a parent or legal guardian.

The Privacy Act extends rights to individuals of any age and does not specify an age at which an individual is capable of giving consent. Under common law, considerations of what an appropriate age is, take into account factors like the maturity of the child and the child's ability.

Disclosure of Personal or Health Information

LNAC may disclose personal or health information to organisations/individuals outside the LNAC in order to provide the range of services and programs offered. The consent of the individual will be sought prior to any disclosure of personal or health information.

Disclosure of personal and health information will be in accordance with the Australian Privacy Principles.

Data Quality

Privacy Policy

Policy ID: HR-PP02

Version: 2



LNAC takes reasonable steps to ensure that personal information is accurate, complete and up to date whenever it is collected, used or disclosed.

Data Security & Retention

LNAC takes reasonable steps to protect personal information from loss, misuse, unauthorised disclosure or destruction.

Only authorised LNAC employees, volunteers, or sub-contractors have access to information for approved purposes.

Health information will be retained for a minimum of 7 years following the last occasion on which service was provided. Where information was collected while the individual was a child it shall be retained until the individual is 25 years old, or for 7 years whichever is the greater.

Openness

LNAC Privacy Policy is available to:

- The community, members and clients through external promotional material brochures and websites; and
- Employees and volunteers through induction processes.

Access & Correction

Access to personal information collected and stored by LNAC will be administered according to the provisions of the Australian Privacy Principles and associated legislation.

LNAC, upon completion of a 'Personal Information Request Form' may provide the person requesting access to their personal information. All requests are processed within 30 days of receipt of application at no charge. Access to personal information for the purposes of viewing or correction will only be available to people requesting changes to their specific information or authorised carers/guardians with the consent of the person requesting the information.

In accordance with the Health Records Act, all health information collected by LNAC will not be deleted. Amendments or alterations to the health information will be recorded on a separate form and attached to the original file.

Unique Identifiers

LNAC may be required to collect an individual's identifier such as Tax File number, or Medicare number for the provision of services. These identifiers will only be disclosed to agencies as required by law.

Anonymity

Wherever it is lawful and reasonable to do so, LNAC provides an opportunity to remain anonymous.

Transferred Data Flows

LNAC does not transfer any personal information interstate or overseas without the consent of the individual.

Sensitive Information

LNAC collects sensitive information such as religion, gender, disability, and criminal records where:

- The individual has consented; or
- The collection is required by law.

LNAC does not disclose this information without consent.



Consent

By acquiring or using LNAC services, products or facilities, individuals consent to the reasonable collection, use and disclosure of personal information.

Consent may be directly implied in the completion of an application, membership or registration form or indirectly implied. For example, LNAC requests personal details to forward program information and the clients supplies their name and address for this purpose.

Client Complaints Procedure

Formal complaints regarding the manner in which personal information is collected, used, or disclosed are to be handled in accordance to the 'LNAC Client Complaints Policy'.

Supporting Documents

Legislation/Act

[Privacy Act 1988](#) (Commonwealth)

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Recruitment & Selection Policy

Policy ID: HR-RSP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Recruiting and selecting the best candidates for the position, and to recruit Aboriginal candidates as far as is practicable, is integral to the success of Larrakia Nation Aboriginal Corporation (LNAC). This policy outlines the principles and procedures that are to be followed in the recruitment and selection process. It is designed to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.
Scope	This policy aims to provide guidance and assistance to all Managers/Supervisors who are involved in recruitment, selection and promotion of employees at LNAC.
Responsibility	This policy is the responsibility of ALL employees of LNAC
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Merit Principle Applies

When recruiting and promoting employees, LNAC aims to ensure that the best person for the job is chosen in each case.

LNAC is committed to ensuring that recruitment and selection decisions are based on the principle of merit. This means that persons will be selected on the basis of whether they have the right skills, qualifications and other talents that are required to do the job.

Appointment decisions based on irrelevant factors, such as a person’s gender, race, disability, age, sexual orientation etc., or personal biases or favouritism, do not result in the best person for the job being chosen and should not occur.

Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.

Commitment to Aboriginal Empowerment

Notwithstanding the above, LNAC is committed to Aboriginal empowerment through employment at all levels of the organisation. LNAC will take steps to ensure that we attract the best Aboriginal candidates for the position.

Principles to be followed will include, but are not limited to, the following:

- Undertake additional steps to inform the Aboriginal community of the vacancy, including, but not limited to:
 - Posting the vacancy on social media and our website;
 - Emailing the vacancy to employees to circulate through their networks;
 - Posting flyers up on community notice boards; and
 - Contacting indigenous employment agencies.



- Include cultural and community experience as part of the selection criteria for all positions.
- Endeavour to have at least one Aboriginal person on every recruitment panel.
- Where a suitable internal, Aboriginal candidate is identified, conduct an internal recruitment process (see below).
- Where there is a mixture of Aboriginal and non-Aboriginal candidates and the Aboriginal candidate is of equal skill, capacity and experience, the Aboriginal candidate will be preferred.
- Where:
 - There is a mixture of Aboriginal and non-Aboriginal candidates; and
 - The Aboriginal candidate exhibits equal or greater capacity but has less experience or qualifications; and
 - The selection panel believes that the candidate can quickly acquire the necessary experience and qualifications on the job; and
 - Employing them will not expose the organisation to significant risk; then the Aboriginal candidate will be preferred.
- In addition, maintain LNAC as a culturally safe, best practice workplace for Aboriginal employees.

Each application will be assessed on its merits, based on the essential and desirable criteria required for the position, following the process listed below and in accordance with the Aboriginal empowerment principles listed above.

Equal Employment Opportunity

LNAC is an equal employment opportunity employer and is committed to ensuring that all candidates for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the Anti-Discrimination & Equal Employment Opportunity Policy.

This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

Nepotism

Nepotism is a form of discrimination in which family members or friends are hired for reasons that do not necessarily have anything to do with their experience, knowledge or skills. LNAC is committed to selecting and recruiting on a merit basis.

Re-employing Previous LNAC Employees

Re-engagement of former employees can, in some circumstances, provide practical solutions to specific workload/project staffing needs. Former employees may also have a wealth of knowledge about and experience of the organisation.

However, there is a danger that such appointments, if not considered and made through a structured approach, can be seen as nepotism; favouritism; denying developmental opportunities to current employees and potentially denying redeployment opportunities (if any).

HR & CEO advice must be sought by managers in all cases prior to entering discussions with individuals regarding any opportunity for re-employment. Any such circumstances of re-employment, previous employment performance and work history at LNAC will be also taken into consideration as part their application.



The Process of Recruitment and Selection

LNAC has **four** different recruitment pathways, which are as follows:

1. Internal Recruitment Process

All positions that become vacant at LNAC should be advertised internally via LNAC as a minimum. The process for internal recruitment is:

- The CEO approves an internal recruitment process on recommendation from HR or the relevant manager through a recruitment request;
- HR circulates an internal expression of interest for the position via email, posting on our website and social media;
- There will usually be an application closing date of one week from the date of circulation;
- The Manager/Supervisor may discuss with potential internal candidates that the Manager/Supervisor believes they are/may be suitable for the role and encourage them to apply;
- Applications should be addressed to HR;
- A selection committee is formed and an interview process commenced in accordance with this policy;
- Their existing supervisor is approached for a reference; and
- Each application will be assessed on its merits, based on the essential and desirable criteria required for the position, following the process listed below and in accordance with the Aboriginal empowerment steps listed above.

2. External Recruitment Process

External advertising is the standard procedure for advertising and recruiting to vacant positions. The process for external recruitment is as follows:

- The CEO receives and approves a recruitment request;
- An external advertisement is prepared by HR or the relevant Manager/Supervisor and must be approved by the CEO prior to publication;
- The position is advertised in the NT News, Seek.com.au or other media at the discretion of the CEO;
- The additional steps taken to inform the Aboriginal community are taken in accordance with the Aboriginal empowerment steps listed above;
- There will usually be an application closing date of at least two weeks from the date of circulation;
- Applications should be addressed to HR;
- A selection committee is formed and an interview process commenced in accordance with this policy;
- It is mandatory that referees are approached for the leading candidate; and
- Each application will be assessed on its merits, based on the essential and desirable criteria required for the position, following the process listed below and in accordance with the Aboriginal empowerment steps listed above.

3. Expert Recruitment Process

An expert recruitment process is followed for positions where there is likely to be a shortage of people with specific skills and experience required or difficulty in recruiting suitably qualified candidates locally.

The process for expert recruitment is as follows:

- The CEO receives and approves a recruitment request specifying an expert recruitment process;
- An external advertisement is prepared by HR or the relevant managers must be approved by the CEO prior to publication;
- The position is advertised in the NT News, Seek.com.au or other media at the discretion of the CEO;
- The position is also advertised on specialised recruitment websites, such as www.ethicaljobs.com.au or www.envirojobs.com.au;
- Subject to funding, a recruitment agency or agencies are approached and it is stated that Aboriginal candidates are preferred;



- There will usually be an application closing date of at least two weeks from the date of circulation;
- Applications should be addressed to HR;
- A selection committee is formed and an interview process commenced in accordance with this policy;
- It is mandatory that referees are approached for the leading candidate;
- Each application will be assessed on its merits, based on the essential and desirable criteria required for the position, following the process listed below and in accordance with the Aboriginal empowerment steps listed above; and
- A contribution to relocation costs or the possibility of working as a subcontractor may be offered to the leading candidate at the discretion of the CEO.

4. Temporary Recruitment Process

A temporary recruitment process is followed where a position needs to be filled quickly for a short period, such as an employee going on extended leave or during an extended recruitment period, and there is nobody already employed by the organisation that the Manager/Supervisor believes is able to act in the job adequately.

- The CEO receives and approves a recruitment request specifying a temporary recruitment process;
- HR circulates of an expression of interest for the position via email, posting on our website and social media;
- There will usually be an application closing date of at least one week from the date of circulation;
- The Manager/Supervisor may discuss with potential external candidates that the Manager/Supervisor believes may be suitable for the role and encourage them to apply;
- Applications should be addressed to HR;
- A selection committee is formed but the interview process is waived;
- Each application will be assessed on its merits, based on the essential and desirable criteria required for the position and a temporary offer is made to the candidate;
- The successful candidate is appointed to act in the position temporarily for a maximum period of three months; and
- Where it is an ongoing position beyond the three months, the external recruitment process should commence in order to fill the ongoing vacancy.

The Position Description

The position description is the key document conveying information about the job and application process to the potential applicant.

The position must contain the organisational background, the title of the job and a list of duties and key results areas.

The Job Advertisement

The job advertisement should be written in clear, non-discriminatory language. It should include the title of the job details of the role, key selection criteria, contact person (usually HR) for more information and closing date. The advertisement should outline the essential and desirable selection criteria of the job, bearing in mind what will be a reasonable amount for the applicant to write. Depending on the level of the job, the information provided with the application will vary. The applicant will usually be required to provide a response to all of the selection criteria.

The name of a contact person should be provided, as well as a closing date for applications.



The Selection Panel

Wherever possible, recruitment decisions should be made by a panel of at least three people with a mix of genders and at least one Aboriginal person.

The membership of the panel will be determined by the CEO. At least one member of the panel should have a detailed knowledge of the requirements of the job — preferably, the supervisor. Conflict of interest will be strictly avoided when selecting the panel i.e. A panellist with a personal/private relationship with a proposed candidate will not be allowed to sit on the selection panel.

The Short List

The selection panel should review the job applications in light of the selection criteria and make a short list of the best candidates who meet the essential criteria for the position. Arrangements should be made for interviewing those candidates who are short listed.

The Job Interview

The selection panel should prepare the questions to be asked at the interview. These should be restricted to questions that are relevant to the job. Questions which may indicate an intention to discriminate on any of the grounds of discrimination should not be asked — this includes questions that may constitute sexual harassment (for more information, see the Anti-Discrimination & Equal Employment Opportunity Policy).

Panel members should ask comparable questions of all candidates, otherwise biases and unfair assumptions can affect recruitment and selection decision making.

Panel members should document each candidate's responses and the reasons for short listing and selecting the candidates.

The panel should meet and agree on the successful candidate, who should be notified of the decision in writing. Unsuccessful candidates should also be notified of the result. HR may offer feedback to unsuccessful candidates.

General Comments in the Interview

In the course of the interview the candidate should be notified of the following matters (where applicable):

- That employment would be subject to a probationary period of six months; or
- That employment is offered on a fixed term basis;

Reasonable Adjustment

Where a job candidate has a medical condition, but is in all other respects the best person for the job, LNAC will endeavour to make reasonable adjustments to the position to enable that person is able to do the job. This may require adjustments to the work station or job, for example. Reasonable adjustment will be afforded to successful candidates unless this would cause unjustifiable hardship to LNAC.

Privacy

As set out in the Privacy Policy, LNAC respects and complies with its obligations under privacy legislation.

Consequently, any personal information gathered about candidates that does not become an employee record relating to the successful candidates will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.



Candidate Assessment

- All candidates must be shortlisted against the pre-determined Selection Criteria;
- A suitable candidate assessment process will be established to assess candidates against the pre-determined Selection Criteria which may include telephone interview, interview, group interview, psychological tests, practical task or activity and reference checks;
- For consistency in assessment the same selection process should be applied to all candidates, including internal candidates. As such they are not guaranteed an automatic interview;
- A minimum of one face to face interview must be included as part of the candidate assessment process. In exceptional circumstances where the candidate is unable to attend a face to face interview, Skype or like mediums may be used as an alternative;
- A minimum of two professional reference checks must be included as part of the candidate assessment process. One of these reference checks should be the candidate's current supervisor. For current or past LNAC candidates, one of these reference checks should be their current or former Manager/Supervisor;
- Candidates should only be assessed on how they meet the selection criteria or job requirements. In particular, there must be no bias or discrimination on the grounds of race, age, sex, political beliefs, religious beliefs, impairment, sexual preference, marital status, pregnancy, family status, family responsibility or trade union activity;
- All interviewees, where required, are to be asked whether they have been subject of an employer investigation or been charged with a criminal offence involving children, violence, drug dealing or dishonesty; and
- The identity of the successful candidate, where relevant, is confirmed by the sighting of original 'proof of identity' documents presented by the candidate. Once the documents are sighted, photocopies of documents are taken noting that the originals have been sighted. Proof of Identity documents are original or certified copies of identifying documents that total 100 points of identification. On completion of the recruitment process, successful candidates 'proof of identity' documents are added to their personnel file.

Reference Check

Any Reference Checker that carries out a reference check in relation to a prospective or existing employee should note the following:

- The referee should be informed that the information they convey, due to privacy laws, will be accessible to the prospective employee/existing employee and also may be discussed with the candidate. As a general rule, referee's opinions should not be directly relayed to the candidate etc. The purpose of obtaining a referee's opinion is to substantiate opinions already formed;
- Only disseminate material/information to those involved in recruitment;
- The questions asked of the referee should be written down before the referee is called and should only be questions going to the inherent requirements of the job; and
- The questions should include the following query - "Given the opportunity, would you re-employ [candidate's name]?"

Working with Children Card Checks

LNAC operates, where required, in jurisdictions with legislated screening schemes. Accordingly, recruitment procedures require that such checks be obtained for all candidates who are to be offered/have accepted a position with our organisation.

Further information regarding these checks can be obtained from:

The Screening Authority – NT Government with Children Screening Unit

Telephone: 1800 SAFE NT (1800 72 33 68)

Web: www.workingwithchildren.nt.gov.au

The person responsible for recruiting must sight the applicable original documentation and record relevant details. If a candidate does not possess the required checks, the candidate must complete an application form prior to confirming their employment, or starting with the organisation.

LNAC will not employ a person who is deemed a prohibited person based on legislation in our jurisdiction.

Recruitment & Selection Policy

Policy ID: HR-RSP02

Version: 2



Police Clearance Checks

In addition to legislated screening schemes, employees are required to undergo a National Criminal History Record Check, (also known as a Police Clearance). Candidates are to provide consent for the check to be undertaken on behalf of the organisation.

International Checks

The onus is on the employee or volunteer who has arrived from another country to provide an International Police Check. International Police Checks are subject to the legislation of the country where the person was a resident. The relevant overseas police force should be contacted to obtain a police record check, or alternatively the Australian Federal Police.

Determining Relevant Criminal History

In the instance where a prospective employee police check indicates that the individual has a serious record, or a criminal or court record, a risk assessment will be conducted.

In the case that a risk assessment the following factors will be considered:

- Whether the person's serious record, criminal or court record is directly relevant to the role the person will or is likely to perform;
- The length of time that has passed since the person's conviction and the person's record since that time;
- The nature of the offence pertaining to the serious record, criminal or court record and the circumstances in which it occurred;
- Whether the offence involved vulnerable persons;
- The circumstances in which the person will or is likely to have contact with vulnerable persons;
- The particular role the person is proposed to undertake or is currently undertaking in relation to the agreement and whether the person has a serious record, criminal or court record is reasonably likely to impair the person's ability to perform or continue to perform the inherent requirements of the role; and/or
- The person's suitability based on their merit, experience and references to perform the role they are proposed to undertake or are currently undertaking in relation to the agreement or any part of the agreement.

Based on the risk assessment, procedures will be put in place to ensure that risk to vulnerable clients and equipment is adequately managed.

If a person is to be denied employment because of his/her criminal record, they are to be provided with an opportunity to discuss his/her criminal record and the reasons for the decision. This is imperative to allow the candidate to raise any errors or discrepancies that may have occurred.

Whenever possible no candidate is to be offered a position until after their National Criminal History Check.

Qualification and Registration Checks

From time to time candidates may make fraudulent claims about their educational or vocational qualifications or their professional registration to obtain a position. The original documents for qualifications must be sighted with a copy held on the employee's personnel file.



Communication

All unsuccessful candidates are to be formally advised in writing within 10 days from the closing date that they have been unsuccessful. Email is a suitable method. There is no appeals process at LNAC.

Candidates who progress to the candidate assessment stage and are deemed unsuccessful are to be offered verbal feedback.

All unsuccessful internal candidates that are permanent in employment status must be offered verbal feedback as a means of assisting their professional development.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Risk Management Policy - revised

Policy ID: HR-RMP01

Version: 1

Date of Policy: 1 October 2019

Scheduled Review Date: 1 October 2020

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	The Larrakia Nation Aboriginal Corporation (LNAC) recognises its responsibility to manage risk to its property and employees in an effective and efficient manner. LNAC is committed to identifying and analysing risks associated with the Corporation's activities and operations with the objective of minimising or eliminating losses, maximising opportunities, developing appropriate risk avoidance or minimisation strategies, and informing decision making.
Commencement	This policy will commence from 1 October 2019 .
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	All LNAC employees have a responsibility to abide by this policy and any related policies at all times.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Definitions

Governance document means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide LNAC practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the LNAC governance or operations or to the practice and conduct of its employees, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

Risk means the potential for unwanted, negative consequences of an event;

Risk Assessment means a process to develop an understanding of the hazard and its associated risk involving analysing a hazard to:

- ✓ Identify factors influencing the risk and the range of potential consequences;
- ✓ Evaluate the effectiveness of existing controls;
- ✓ Estimate the likelihood of the consequence, considering exposure and hazard level; and
- ✓ Combining these in some way to obtain a level of risk or to prioritise the risk for action.



Risk Ranking means a rating or score based on the probability of impact and the level of impact a hazard poses to LNAC. Risk ranking decides the probability and severity of loss from exposure to a hazard. Risk ranking is the application of quantitative or qualitative measures to determine the level of risk associated with a specific hazard. This process defines the probability and severity of an undesirable event that could result from the hazard;

Risk Register (hazard register) means a document detailing:

- ✓ A list of hazards, their location and people exposed;
- ✓ A range of possible scenarios or circumstances under which these hazards may cause injury or damage;
- ✓ Nature of injury or damage caused; and
- ✓ The results of the risk assessment; and may also include:
Possible control measures and dates for implementation.

Senior Manager means the CEO and other program managers responsible for the delivery of LNAC programs and services; and

Employee means anyone employed by LNAC and includes all continuing, fixed-term, and casuals.

Principles

This policy will be implemented in a way that ensures:

- ✓ Compliance with relevant legislative requirements, national and international standards, protocols, and prevailing community standards of best practice, including the requirements of the Australian Quality Training Framework and the current Australian and New Zealand Standard for Risk Management AS/NZS ISO 31000:2009;
- ✓ Activities are both compliant with, and complementary to, LNAC Quality Policy;
- ✓ Transparency of risks and associated actions and treatments to relevant levels of LNAC management;
- ✓ Compliance with a formal risk management framework; and
- ✓ Internal audit activities are informed by risk analysis outcomes and are compliant with the Internal Control Policy.

LNAC is committed to:

- ✓ Providing appropriate resources to develop and maintain an effective risk management framework;
- ✓ Developing, reviewing and promulgating governing documents to assist with the implementation of this policy;
- ✓ Establishing and monitoring performance against meaningful and measurable objectives;
- ✓ Identifying competency needs and providing appropriate training and professional development for employees to meet those needs; and
- ✓ Undertaking risk reviews on a periodic basis.

Specific Responsibilities and Authorities

The CEO is responsible for shaping an organisational culture and environment with professional standards that is conducive to achieving the objectives of this policy.

The Manager Compliance is responsible for organising risk management and internal audit activities on advice and request from the Audit and Risk Committee or instruction from the CEO and is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant LNAC governing documents.



Essential Supporting Information

Internal Control Policy Quality Policy External Australian and New Zealand Standard for Risk Management AS/NZS ISO 31000:2009

This policy was approved by CEO Robert Cooper.

CEO Authorised:

Date: 1 October 2019



Risk Management Procedure

Policy ID: HR-RMP02

Version: 1

Date of Policy: 2 December 2019

Reviewed : By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) recognises that to ensure a safe workplace, risks must be identified, assessed and eliminated or controlled.
Commencement	This policy will commence from 1 May 2017 . It replaces all other Risk Management Procedures (whether written or not).
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC). This policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.
Responsibility	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Monitoring & Review	This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained. LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.

Risk Management is a process whereby hazards are identified in the workplace, the risks associated with those hazards are assessed, and then control measures are implemented which will eliminate or minimise the risk of injury from the hazards which have been identified.

To achieve this there are a number of measures which will be implemented to manage all identified health and safety risks.

These include:

- Setting up a well-documented system for identifying, reporting and responding to actual and potential hazards;
- Implementing a risk management program that involves regular workplace inspections, safety audits, job safety analyses and development of safe work procedures;
- Consulting with employees and their representatives, Managers/Supervisors and outside experts, to identify potential hazards, classify the risk and implement necessary control measures to eliminate or minimise the risk; and
- Train all employees and Managers/Supervisors on how to apply the risk management process.

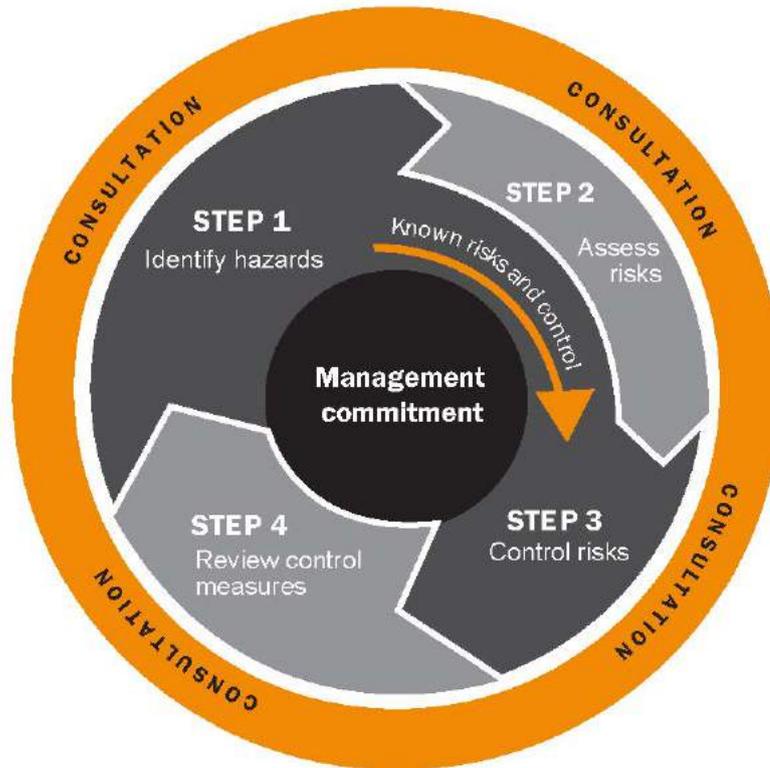
Risk Management Procedure

Policy ID: HR-RMP02

Version: 2



The Risk Management Steps are:



Steps in the Risk Management Procedure

Step 1: Identify Hazards

What is a hazard?

A hazard is a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying, a badly designed workplace and inadequate management systems.

How do you identify hazards?

Some ways to identify hazards include:

- Conducting workplace inspections. Regularly walk around the workplace, use a checklist and check the work environment, the tasks the employees do, and the machinery or chemicals they use.
- Consulting the employees. Employees are the ones using the equipment, performing the tasks or being in the work environment every day, and often, the people who know the best way to fix the problem. So, therefore essential for helping identify hazards.
- Reviewing reports of hazards, incidents, near misses and injuries.
- Reviewing sick leave, staff turnover and workers compensation statistics.
- Conducting a workplace audit. This assesses safety management systems against standards and legal requirements.
- Reading the relevant Codes of Practice, operating manuals, safety alerts, safety data sheets and industry association safety alerts.

Step 2: Assess Risks

What is a Risk?



Risk is the likelihood that a harmful consequence (death, injury or illness) might occur when you are exposed to a hazard.

Once you have identified a hazard, you need to determine the level of risk associated with it.

What is a Risk Assessment?

In a risk assessment, you need to consider what could happen if someone is exposed to a hazard, and the likelihood of that happening. It can help you determine:

- How severe a risk is;
- Whether any existing control measures are effective;
- What action you should take to control the risk; and
- How urgently the action needs to be taken.

The detail you go into depends on the type of hazard and the information, data and resources you have available. It can be as simple as discussing it with your employees, or involve specific risk analysis tools and techniques recommended by safety professionals.

When do you do a Risk Assessment?

You must do a risk assessment for certain high risk activities.

You should do a risk assessment when there are any changes in your workplace, such as:

- Starting a new business or purchasing a business;
- Changing work practices, procedures or the work environment;
- Purchasing equipment (new or used);
- Using new substances;
- Planning to improve productivity or minimise costs; and
- Receiving new information about workplace risks.

You should also do a risk assessment when:

- You're uncertain how a hazard may result in injury or illness;
- The work activity involves a number of different hazards and you don't understand how they may interact with each other to produce new or greater risks;
- You're responding to a workplace incident (even if it hasn't caused an injury); and
- You're responding to concerns raised by employees, health and safety representatives or others.

When is a Risk Assessment not needed?

You don't need to do a formal risk assessment if:

- The laws state, in a specific way, how to control a hazard or risk. You must comply with these specific requirements;
- A code of practice states how to control a hazard or risk that is applicable to your situation. You can simply follow this guidance;
- There are effective controls widely used in your industry that suit your circumstances. You can simply implement these controls; and
- If the hazards and their associated risks are well known and have well established and accepted control measures. You can simply implement these controls.

Step 3: Control Risks

What is Risk Control?

Risk control means taking action to:

- First, try to remove any health and safety risks entirely
- If that is not possible, minimise the risks so far as is reasonably practicable.

Who do you consult with?

Risk Management Procedure

Policy ID: HR-RMP02

Version: 2



Consult with the employees (including contractors and sub-contractors) who will be directly affected by the decision.

What resources can help you?

Throughout the entire risk management process, look at these resources for guidance and information:

- The relevant Codes of Practice. Go to the NT worksafe website at www.worksafe.nt.gov.au and search under the Publications tab.
- Operating manuals, safety alerts, material safety data sheets and industry association safety alerts.
- The manufacturers and suppliers of the equipment and chemicals you use
- Industry associations and unions.

How do you control risks?

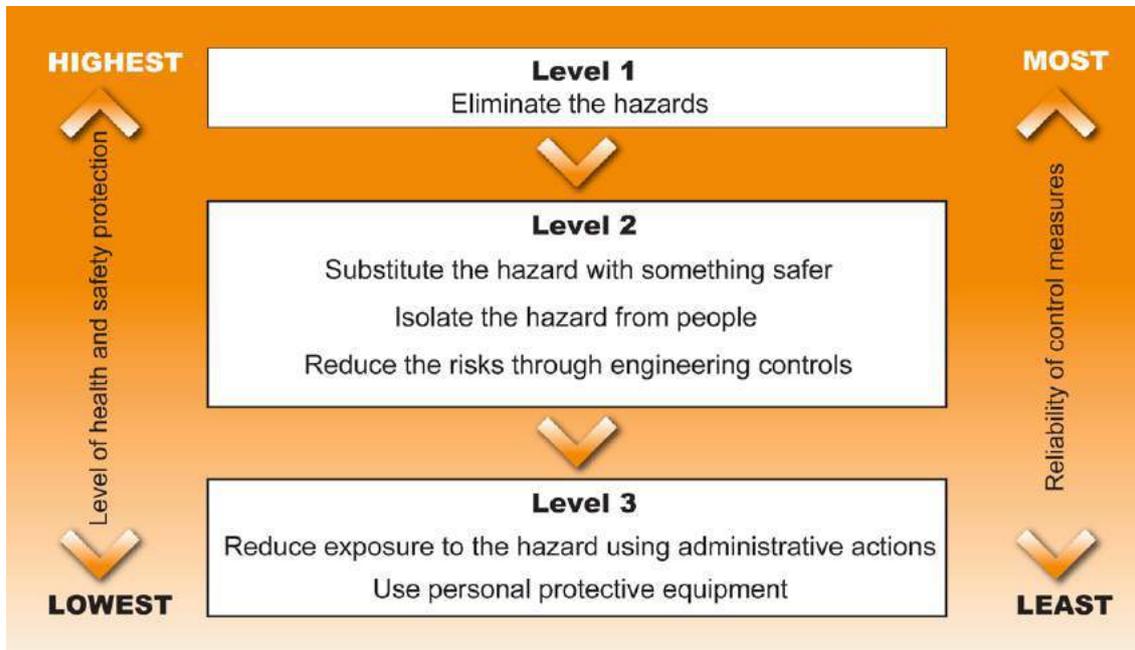
There are many ways to control risks. Some controls are more effective than others, so consider various control options, looking for what will most effectively remove the hazard or minimise the risk. This may be one single control measure, or you may find using a combination of different controls provides the highest level of protection.

Some problems can be fixed easily and so should be done straight away, while others will need more effort and planning to resolve. For these, prioritise the areas for action, focusing first on the hazards with the highest level of risk.

Where there is potential for a fatality or serious injury, take immediate action.

The Hierarchy of Risk Control

The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of control.



Caption: Hierarchy of risk control sourced from the NT Code of Practice How to manage work health and safety risks

LEVEL 1 CONTROL MEASURES

The most effective control measure removes the hazard (and therefore its associated risks) from your workplace entirely.



The best way to do this is by not introducing the hazard into your workplace in the first place. For example:

- Eliminate the risk of a fall from height by doing the work at ground level
- Outsource the task to a company purposely set up with the equipment and processes designed to do it and do it safely.

You can also eliminate risks by removing the hazard completely. For example:

- Remove trip hazards such as debris or electrical cords on the floor
- Dispose (safely) of unwanted chemicals.

If it's not possible to remove a hazard, then minimise as many of the risks associated with the hazard as possible.

LEVEL 2 CONTROL MEASURES

If it's not reasonably practicable to eliminate the hazard, then minimise its associated risk using one or more of the following approaches:

- Substitute the hazard with something safer.
- Isolate the hazard from people: physically separate people from the source of harm, by barriers or distance.
- Minimise the risks through engineering controls: change your workplace, equipment or work processes.

LEVEL 3 CONTROL MEASURES

These control measures rely on human behaviour and supervision, and used on their own are the least effective in minimising risks.

Minimise the level of harm using administrative controls. For example, develop safe work procedures for operating machinery safely, limit exposure time to a hazardous task by job rotation, plan a schedule and carry out preventative maintenance and inspections on machinery and equipment, provide training and instruction for safely handling a manual task, use signs to warn people of a hazard

Use personal protective equipment (PPE). This includes breathing protection, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard, but only if employees wear and use it correctly.

About Safe Work Procedures

Safe Work Procedures are a practical and consistent way for everyone to commit to safety. They clearly:

- Document the sequence of steps for doing the task safely
- Incorporate the appropriate risk control measures into those steps.

When trained how to use a safe work procedure, everyone in your workplace will know the safe way to do their job, and will work the same way. They won't need to guess or make things up as they go along.

Managers/Supervisors are responsible for developing Safe Work Procedures by looking at information from manufacturers, suppliers, operator's manuals and relevant Codes of Practice. Once completed, storage of this document is expected at the worksite and notification to HR for review if required.

Step 4: Review Control Measures

Managing work health and safety is an ongoing process. An important part is monitoring and regularly reviewing your chosen controls to make sure they work as planned.

When should you review your controls?

Once a year is generally a good timeframe for reviewing your controls.

Risk Management Procedure

Policy ID: HR-RMP02

Version: 2



However, control measures for serious risks should be reviewed more frequently.

You should also review your controls if:

- You introduce changes (to your work environment, business, the equipment or chemicals you use)
- They are not effectively managing the risk
- You identify new hazards or risks
- If consultation indicates you need to review them, or your employees ask you to review them
- If you have an incident.

How do you review your controls?

Consult your employees, and ask:

- Are the control measures working effectively, in both design and operation?
- Have the control measures introduced new problems?
- Have new work methods, equipment or chemicals made the job safer?

Investigate to confirm if:

- All hazards been identified
- Safe work procedures are being followed
- The instruction and training provided to your employees on how to work safely has been successful.

Other issues to look at include:

- Checking reports and statistics to see if the frequency and severity of incidents are reducing over time
- Checking your control measures whenever new laws or information becomes available. Are your controls still appropriate?

How else do you ensure controls remain effective?

Apart from regularly reviewing control measures, these things will help you ensure they remain effective:

- **Make people accountable and give them authority.** This ensures procedures are followed and maintained.
- **Communicate your safety information effectively.** Consider the literacy levels of employees, and what languages they speak. Visual signs and symbols may be more effective than written documents.
- **Keep your employees' skills and competencies up to date.** Risk controls (particularly lower level controls) depend on employees doing their jobs safely.
- **Keep up-to-date.** Information about equipment, machinery and chemicals may be updated by manufacturers and suppliers, so check to make sure your controls remain relevant.
- **Maintain your equipment.** Conduct regular inspections and testing, and repair or replace damaged/worn parts or whole equipment. Check the control measures used are suitable for the nature and duration of work and are used correctly by employees.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Sun Safety Policy

Policy ID: HR-SSP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) has an obligation to provide a healthy and safe work environment. This obligation includes providing adequate protection from the hazards that our employees, contractors and volunteers may be subject to when working in an outdoor environment. Ultraviolet radiation (UV) is one such hazard.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

Ultraviolet (UV) radiation is recognised as a risk to health. As a result, risk assessment procedures apply where people are exposed to UV during the course of their work. The measures outlined below reflect a risk management approach.

Extended exposure to UV rays can cause problems such as:

- Sunburn - this is a type of radiation burn
- Eye damage – over exposure to UV radiation can damage the retina and blindness may occur.
- Premature ageing of the skin will result from over exposure.
- Sun spots - dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.
- Skin cancers – UV radiation is a carcinogen or cancer-causing agent. Common types of skin cancers are carcinomas or melanomas.

The risks are dependent on a range of factors that include the duration and extent of exposure to UV radiation and so the amount of exposure to UV radiation must be minimised or eliminated.

Protection for Outdoor Employees

Worker exposure to UV will be minimised all year round by implementing a control strategy that includes the following protective measures.

To help prevent damage from exposure to UV, consider the following:

Sun Protective Clothing

- Wear light, loose coloured clothing made of natural fibres which will provide proper ventilation, reflect heat and allows sweat to evaporate; Shirts will have long or three-quarter length sleeves, a collar and be made from a close weave, breathable fabric. Clothing that offers excellent

Sun Safety Policy

Policy ID: HR-SSP02

Version: 2



protection with an ultraviolet protection factor (UPF) rating of 40, 45, 50 or 50+ (as classified by AS/NZS 4399) is recommended. Choose clothing with UPF50+ for best protection.

- Loose fitting long trousers offer the best protection. If shorts are to be worn they should be to the knee.
- Broad Brimmed hats. If hard hats are to be worn, then brim attachments with neck flaps are to be attached. Hats or brim attachments are required to have a broad brim, measuring no less than 8cm in width.
- Hats should be comfortable and be made of a close weave material. Hats that have a gauze or mesh section are not suitable as UV rays will penetrate.
- Use maximum protection sun screen to areas which cannot be protected with clothing

Eye Protection

- Appropriate eye protection is to be worn where necessary; Sunglasses must comply with Australian Standard AS 1067 and screen out at least 99% of ultra violet light. If safety glasses are required then sunglasses need to comply with AS 1337 and 1338.
- Sunglasses should be glare resistant, light weight, comfortable and fit closely to the face. Wrap around sunglasses offer the best protection. Clip-ons are available for persons with prescription glasses.

Sunscreen

- A broad spectrum, water-resistant sunscreen with an SPF 30+ is recommended for employees who are required to work outdoors.
- Sunscreen will be placed in areas accessible for all employees and stored in a cool place out of the sun.
- As sunscreen does not offer 100% protection it is to be used in conjunction with additional protective measures such as clothing, hats and sunglasses.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. Sunscreen should be reapplied every two hours as it can easily be wiped, sweated or washed off.

Changing Work Hours

Consideration will be given to rescheduling work hours to minimise UV exposure during the peak periods of UV rays i.e. 10.00 - 2.00pm (EST).

Using Shade

- Where the job or work times cannot be changed, employees will be encouraged to make maximum use of shade. The following options will be considered.
- Use of natural or existing shade from buildings, trees and other structures at the worksite.
- Use of portable canopies or erected shade structures made from fabrics such as canvas, awning, umbrella fabric or shade cloth. Shade cloth should provide at least 94% protection from UVR.
- Have lunch or any breaks in shady spots; and
- Replace lost fluids by keeping up your liquid intake.

Drivers

Drivers occasionally face damaging exposure to UV and are to be provided similar assessment and protection to that suggested for outdoor employees.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Termination & Exit Policy

Policy ID: HR-TEP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	This procedure is a guide for Larrakia Nation Aboriginal Corporation (LNAC) in managing the cessation of an employee's employment with the organisation.
Scope	This policy is to ensure both LNAC and the employee understand the reason for discontinuing employment, that no security breaches occur and to gain valuable feedback from the departing employee.
Responsibility	This policy is the responsibility of ALL employees of LNAC.
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>

This Policy is subject to the terms and conditions articulated in Part C Termination of Employment of the LNAC Enterprise Agreement 2018.

This policy has been developed primarily for ongoing and fixed term contract employees. However, this procedure may be undertaken for casual or temporary employees where appropriate.

Where possible, exit procedures are to be followed for all departing employees with the process to be led by the employee's Manager/Supervisor.

Resignation or Dismissal

Notification of cessation of an employee's employment must be provided in writing.

The employee is to provide resignation notice outlining intention to resign and the final date of employment. Notice must be provided in accordance with clause 12 of the Enterprise Agreement.

Where LNAC is initiating termination of employment, notice of termination will be provided, outlining final date of employment and reasons for termination. The period of notice is that prescribed in clause 11 of the Enterprise Agreement.

Exit Interview

All resigning employees are offered an exit interview with their Manager/Supervisor and/or the CEO or Manager HR.

The purpose of the exit interview is to seek information from the employee as to their experience of employment with LNAC and to identify areas for improvement.

The exit interview is a confidential discussion. Where matters are highlighted that require investigation, personal identification is to be avoided.

Termination & Exit Policy

Policy ID: HR-TEP02

Version: 2



The **Exit Interview Form** is used to guide discussion and to document key points.

Information provided during the exit interview is reviewed and incorporated into LNAC's ongoing quality improvement activities where relevant.

Written Reference

Employees with more than two (2) months service may, upon request, be provided with a written reference on performance and service details, unless dismissed for serious misconduct.

Employees with less than two (2) months service may, upon request, be provided with a written statement of service containing the length and nature of the employment.

Return of Property

On or before the employee's final date of employment, the employee is to:

- Return all property of the organisation (including keys, documents, information technology equipment, intellectual property).
- Inform supervisor of any passwords/codes that may prevent access to computer files.

The **Exit Checklist** is used to identify property to be returned to LNAC by the employee.

Administration

Before the employee's final date of employment, LNAC is to:

- Calculate remaining leave entitlements and final payments;
- Ensure forwarding contact details are provided by the employee; and
- Inform the employee's superannuation fund of the employee's final date of employment.

On or before the employee's final date of employment, LNAC is to:

- Restrict computer network access – both office and remote; and
- Remove as a signatory to financial and other transactions (if applicable).

Record Keeping

The employee's resignation letter or a copy of LNAC's employment termination letter is filed in the employee's personnel file.

The **Exit Interview Form**, discussion notes and completed **Exit Checklist** is filed in the employee's personnel file.

CEO Robert Cooper approved this policy.

Date: 13 November 2019



Training & Development Policy

Policy ID: HR-TRADP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) recognises that professional development is an important part of the working life of each employee. It is associated with the development needs of the individual, of teams and the achievement of LNAC’s overall strategy. This policy seeks to reconcile your needs and aspirations with those of LNAC.
Commencement	This policy will commence from 1 May 2017 . It replaces all other Training & Development Policies (whether written or not).
Scope	At LNAC we recognise that the caliber and competence of our employees are vital factors in ensuring that we remain a successful organisation. To this end we strive to promote employee development through high quality training and learning opportunities both on and off the job.
Responsibility	All LNAC employees have a responsibility to: ✓ Abide by this policy and any related policies at all times.
Monitoring & Review	This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained. LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.

Commitment

LNAC will endeavour to maximise opportunities for employees to improve their levels of skills and knowledge in order to improve workplace productivity and employee’s satisfaction. For employees to meet the challenges of a rapidly changing business environment, it is important that employees be not only committed to LNAC’s objectives but also equipped with the necessary skills to achieve them. To strive towards this aim, LNAC will endeavour to support professional development.

LNAC may require you to undertake specific training related to your current job, or as a prerequisite for performing a different job, eg. when you are promoted to a higher position.

Such training may be carried out at LNAC’s premises or at external premises. Training opportunities may also arise as part of your performance review. LNAC encourages employees to come forward with suggestions for employment related training for their own development. However, your attendance at any training course is subject to the express permission of LNAC.

Responsibility

Professional development is a joint responsibility shared by individual employees, Managers/Supervisors, and LNAC. Individual employees are encouraged to seek appropriate developmental opportunities within LNAC.

Managers/Supervisors are expected to assist employees to obtain access to relevant professional development activities, where appropriate.



Managers/Supervisors can use the **Training Needs Analysis (TNA)** for assistance when looking to identify training needs for employees.

How Does Professional Development Work?

Professional development at LNAC is designed around a range of developmental and skill building activities.

Individual employees training and development needs should be discussed during performance appraisals. The process is designed to:

- Encourage constructive dialogue between employees and their supervisors;
- Enhance the employee's professional development;
- Clarify job responsibilities and performance goals/expectations;
- Establish appropriate development and performance objectives;
- Help employees identify a possible career path for themselves;
- Identify ways in which LNAC and/or operation might enable individuals to improve their performance;
- Ensure that information on job performance and achievements is recorded in each employee's employment history; and
- Provide a basis for decisions on remuneration.

What can LNAC Offer?

LNAC may offer any of the following opportunities for professional development:

- When you join LNAC, to receive an induction, to understand the ways LNAC works, including what contribution you are expected to make;
- To receive support as you develop the competence and capability for which you have been employed;
- To have the opportunity to develop new competencies and capabilities relevant to your employment with LNAC, and which enhance your career prospects and lifelong learning both within and outside LNAC;
- To participate in performance appraisals with your Manager/Supervisor, including identifying opportunities for ongoing support;
- To receive an exit interview when you leave LNAC, so that your comments may be incorporated into the development programs of other employees.

What LNAC Expects from You

LNAC expects that you will:

- Develop your skills and capabilities which are aligned to LNAC's strategy at the appropriate level, eg. team or individual;
- In partnership with your Manager/Supervisor, participate in performance appraisals including an annual review of your past development and identification of future plans;
- Take personal responsibility to update specific expertise on a regular basis, as appropriate to the nature of your job;
- Contribute to team professional development where appropriate;
- Keep a record of your professional development activity.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Tropical Cyclone Procedure 2019-2020

Policy ID: HR-TROP02

Version: 2

Date of Policy: 2 December 2019

Reviewed: Each year by November

Developed By: Human Resources

Approved By: Chief Executive Officer

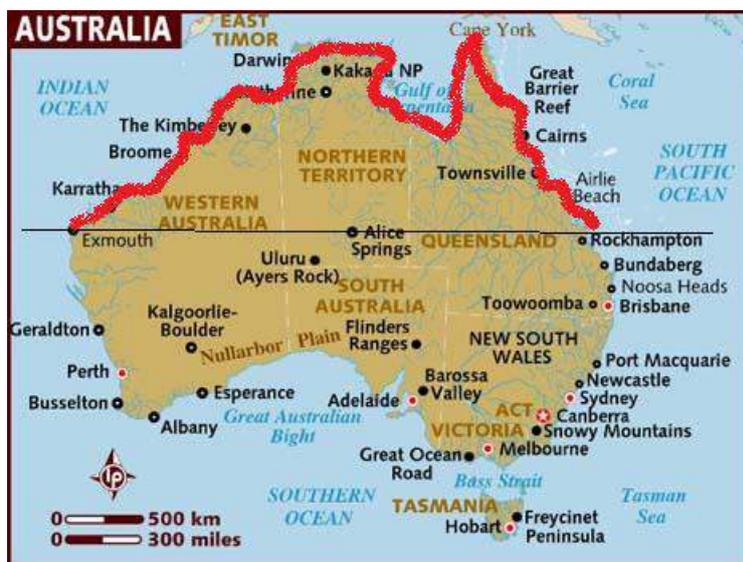
Purpose

To:

- Safeguard the lives of employees in the event of a Tropical Cyclone;
- Protect the assets and records of Larrakia Nation Aboriginal Corporation (LNAC);
- Inform employees, directors and clients of the LNAC policy and procedure for when a Tropical Cyclone affects LNAC workplaces; and
- Ensure a consistent approach and procedure for when a tropical cyclone may affect LNAC offices which will meet legal obligations and to create effective business controls over emergency response.

Scope

This standard is applicable to all LNAC employees and contractors working in an area located within at least 100 kilometres inland of the coast from north of Rockhampton in Queensland along the coast to Exmouth in Western Australia including the Northern Territory, as shaded on the map below.



The workplaces likely to be affected are:

- 76 Dick Ward Drive
- 1/2 Travers St
- 1/17 Georgina Cres Palmerston
- 50 Bradshaw Terrace Casuarina



Authority

The CEO approves this procedure and it cannot be altered without authority.

Delegation of Authority

The Cyclone Co-ordinator has the authority to do all things reasonably required in the absence of the CEO, including but not limited to sending employees home in accordance with this Policy and Procedure.

Duration

This procedure will be reviewed in Nov 2020.

Definitions

LNAC - Larrakia Nation Aboriginal Corporation

CEO – Chief Executive Officer

Employee - any individual that enters into a working agreement with LNAC

Contractor – any company that enters into a working agreement with LNAC

POLICY CONTENT

Background

Tropical Cyclones affect areas within at least 100 kilometres inland of the coast from north of Rockhampton in Queensland along the coast to Exmouth in Western Australia, including the Northern Territory.

The official cyclone season is from 1 November to 30 April each year; however, cyclones may be experienced outside that period.

Tropical Cyclone WATCH and WARNING Messages

When there is a cyclone threat warning, messages will be issued to the public through television and radio broadcasts. Cyclone advices and forecast maps are available online at **www.bom.gov.au**.

A **CYCLONE WATCH** indicates the areas and communities that may experience gales or stronger winds within one to two days.

A **CYCLONE WARNING** indicates the areas and communities that may experience gales or stronger winds within 24 hours.

Cyclone watches and warnings will include:

- ✓ The name of the cyclone (given by the Bureau of Meteorology);
- ✓ The severity of the cyclone using a category number (see below); and
- ✓ Any storm surge threat.



THE CYCLONE CATEGORIES ARE:

Category	Strongest gusts (km/h)	Indicative & typical effects
1	less than 125	Negligible house damage. Damage to some crops, trees and caravans. Craft drag moorings.
2	125-165	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break mooring.
3	165-225	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	225-280	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	more than 280	Extremely dangerous with widespread destruction.

Storm Tides & Surge

When a tropical cyclone moves across or near the coast it can cause sea levels to rise higher than the normal tide levels. This is called a storm surge. A storm surge is created by the strong onshore winds from the cyclone causing water to pile up against the coast, and unusually large waves on top of the piled up water. Additionally, the low atmospheric pressure associated with the cyclone will cause water levels to rise, but this is only a small contributor to storm surge.

Communication

- All employees shall have access and be made aware of the LNAC policies and procedures.
- All employees must adhere to the Code of Conduct at all times.
- All employees must adhere strictly to this policy and procedure to ensure all LNAC property is safely locked and protected to the greatest possible extent during cyclones.
- At the beginning of each cyclone season LNAC will appoint a Cyclone Co-ordinator and a Cyclone Officer. The contact details are at the end of this document. The Managers/Supervisors are responsible for their respective employees and work locations.

PROCEDURE CONTENT

This procedure has the following stages:

Stage	Key Element	Alert Levels	Parameter
1	Monitor	Cyclone Watch	Cyclone or tropical low has formed
2	Prepare	Blue	Cyclone tracking towards Head Office with the potential for impact 48hrs
3	Clear	Yellow	Potential for “Gale Force” winds to impact Head Office within 12 hours
4	Shutdown	Red Alert	Potential for “Gale Force” winds to impact Head Office within 6 hours
5	Re-Open	Site Assessment	Cyclone or threat of cyclone passed. All clear – staff to leave cyclone shelters
6	Evaluation	Site Assessment	Post cyclone or storm impact



KEY	
CC:	Cyclone Coordinator
CO:	Cyclone Officer
CCO:	Cyclone Communications Officer
DSO:	Darwin Support Office Staff
PM:	Program Managers/Supervisors
SET:	Senior Executive Team (CEO, CFO)
HR:	Human Resources
All employees:	All employees at relevant site

PRELIMINARY STAGE:
At the commencement of the Cyclone Season.

Procedure - (Preliminary Stage)	Darwin Office	Supervisor
<i>Review/make current responsible employees list</i>	HR	CEO
<i>Accurate employee lists for each site completed and copy to CC</i>	HR	CC
<i>Review site plans for task allocation</i>	PM	CC & CO
<i>Plan to secure all LN assets</i>	CC & PM	CEO
<i>Security of buildings</i>	CC & PM	CC
<i>Review and familiarise with LN Cyclone Policy and Procedure</i>	All employees	CC & CEO
<i>Conduct area clean-up to minimise possible flying debris</i>	All employees	CC & CEO
<i>Conduct briefings to employees</i>	PM	CEO
<i>Procure tape and garbage bags, plan for securing assets</i>	CC	CC
<i>Arrange vehicle allocation of pool vehicles in the event of a cyclone watch or cyclone warning</i>	CC & CO	CEO
<i>Ensure emergency contact numbers are up to date</i>	HR	CC
<i>Participate in emergency drills and evacuation.</i>	All employees	CC
<i>Report completion Preliminary stage to CEO</i>	CC, CO & CCO	CEO



STAGE 1 -: A tropical cyclone exists but is unlikely to affect the Darwin/Top End area during the next 24 hours

Procedure - (Stage 1) CYCLONE WATCH	Darwin Office	Supervisor
<i>Notify employees of: - the cyclone watch (via email with link to B.O.M. website / group text); - that they are in an "affected area" for the purpose of this policy and procedure; and - who their Cyclone Officer is.</i>	CC	CEO
<i>All employees continue to work as normal and follow instruction of relevant Cyclone Officer</i>	All employees	CC & CEO
<i>Confirm workplaces are secure and free from possible debris</i>	All employees	CC
<i>Confirm employees who will be remaining in the affected area and report to CC</i>	PM	CC & CEO
<i>Refuel all vehicles</i>	PM	CC
<i>Initiate IT disaster plan</i>	CEO	CEO
<i>Ensure all mobile phones have been charged</i>	PM	CEO & CC
<i>Report completion of Stage 1 to CC</i>	CCO	CC & CEO

STAGE 2 - A tropical cyclone is likely to cause gale force winds within 24 hours

Procedure - (Stage 2) CYCLONE WARNING	Darwin Office	Supervisor
<i>Return all files not in use to their place of origin or place securely in a lockable filing cabinet</i>	All employees	PM & CEO
<i>Back Up key computer data onto and store in a secure waterproof location</i>	All employees	PM & CEO
<i>Secure all outdoor furniture & equipment</i>	All employees	CC, PM & CEO
<i>Inspect all areas for loose objects</i>	All employees	CC, PM & CO
<i>Ensure all phones have voice mail messages activated on the phone</i>	All employees	Reception/CEO
<i>At 3pm assess expected time of arrival of cyclone and if cyclone is expected to arrive during out of office hours, implement Stage 3.</i>	CCO	CC & CEO
<i>Report completion of Stage 2 to CC</i>	CCO	CC & CEO



STAGE 3 -: Destructive winds may reach area within 6-12 hours

Procedure - (Stage 3) CYCLONE WARNING	Darwin Office	Supervisor
<i>Advise employees Stage 3 is declared</i>	CCO	CC & CEO
<i>Put all phones, laptop computers and small electronic devices in drawers or filing cabinets</i>	All employees	CC, PM & CEO
<i>Cover filing cabinets and machinery located near windows with plastic and tape</i>	All employees	CC, PM & CEO
<i>Clear desks and lock up important papers</i>	All employees	CC, PM & CEO
<i>Unplug all electrical cords from power points and switch off</i>	All employees	CC, PM & CEO
<i>Close doors, windows and blinds/curtains before leaving the building / workplace</i>	All Employees	CC, PM & CEO
<i>Direct Cyclone Coordinator to instruct employees close all offices/sites/stores</i>	CC & CCO	CEO
<i>If prior to 8am (or leaving home to travel to work) a cyclone is expected in less than 8 hours you may not attend work. If you chose to stay home contact your Program Manager/Supervisor, to advise of non-attendance.</i>	All employees	CC, PM & CEO
<i>Relevant Manager/Supervisor to advise current Cyclone Office of employees not at work.</i>	All employees	CC, PM & CEO
<i>All Employees MUST NOT travel to or from work if conditions in your locality are severe.</i>	All employees	CC, PM & CEO
<i>Ensure all employees/clients have a means of getting home safely.</i>	CCO	CC
<i>Check the office/work area is secure.</i>	PM	CC & CEO



Procedure - (Stage 3) CYCLONE WARNING	Darwin Office	Supervisor
Report completion of Stage 3 to CC.	CCO	CC
Cyclone Coordinator to direct Cyclone Officers to send employees home and evacuate building.	CC & All Employees	CEO
Employees to be advised to be sent home.	CCO	CC
Lock the premises or work area.	CC	CEO
Ensure all buildings are evacuated. Ensure all remaining employees go home.	CCO & CC	CEO



STAGE 4: Official announcement to take shelter, Cyclone strike expected within 4-8 hours

Procedure - (Stage 4) Official Announcement	Darwin Office	Supervisor
NO EMPLOYEES AT WORK		
Follow advice from Northern Territory Emergency Service (see below)		

STAGE 5: Destructive winds have reached Darwin/area

Procedure - (Stage 5) Lock Down	Darwin Office	Supervisor
The cyclone strikes and you should be in appropriate/coded residence or shelter, away from storm surge/flood zones, especially if the cyclones approach - coincides with a high tide.		
Follow advice from Northern Territory Emergency Service.		

STAGE 6:

Procedure - (Stage 6) All Clear Pending	Darwin Office	Supervisor
Wind no longer poses a threat. However, Stage 5 may be re-declared		
Be prepared for Stage 5 to be re-declared		

STAGE 7:

Procedure - (Stage 6) Post Cyclone Recovery	Darwin Office	Supervisor
All clear – safe to leave cyclone shelters		
Follow advice from Northern Territory Emergency Service		

STAGE 8: Post Cyclone or Storm Impact (Stand Down)



Procedure Post Cyclone	Darwin Office	Supervisor
<i>Workplace to be assessed for damage sustained and reported to CEO.</i>	CC & CCO	CEO
<i>If there is significant damage to the workplace, employees to be contacted and notified not to return to work until receiving further notice.</i>	CCO	CC
<i>If employees have not received notification not to return to work, employees to return to work on commencement of the next business day.</i>	All employees	CC

Advice & Information from the Northern Territory Emergency Service:

Cyclone Emergency Plans

Cyclones are likely to affect essential services and possibly disrupt your ability to travel and communicate with each other. It is also likely you and your family will need provisions sufficient to sustain yourselves for three days or more. Get your family or household together and agree on an emergency plan.

You should:

- ✓ Check your house is built to code and well maintained so you can decide well beforehand where you intend to shelter, at home if it is safe or with friends or relatives in a secure area. Shelter in a public emergency shelter if these options are not available to you.
- ✓ If you cannot shelter at home, decide the route you will take and how you will get to your chosen shelter.
- ✓ Secure or clear loose materials around your property; these could become dangerous and damaging missiles in high winds.
- ✓ Trim back trees and branches around your house so they are well clear and cannot damage your property during cyclones or storms.
- ✓ Ensure your emergency/evacuation kit is complete and ready for use.
- ✓ Know if your property will be affected by storm surge or flooding and identify your nearest safe high ground and your safest route to it.
- ✓ Include arrangements for the welfare of your pets and animals in your emergency plans.
- ✓ If you have your own transport, remember to have it fully fuelled and ready for use.

When the threat of a cyclone is imminent, listen to all media outlets for information and updates and continue listening as the cyclone develops or passes.

In addition to all the normal cyclone preparations you should make, consider house security and advising relatives or neighbours of your intentions and plans.

For further information and advice on preparing your family and property for cyclone events contact the **Northern Territory Emergency Service on 8922 3630** or visit your nearest police station.

Before the Cyclone Season:

- ✓ Check your house and roof are in good condition;



- ✓ Trim back trees and branches well clear of your house;
- ✓ Clear your property of loose material that could blow about and cause injury and damage during extreme winds;
- ✓ In case of a storm surge warning, know your nearest safe high ground and the best access route;
- ✓ Prepare an emergency kit (hold ready in home) containing such items as:
 - A portable radio and torch with fresh spare batteries;
 - Fuel lamp, candles and matches;
 - Water containers, canned food, can opener, self-contained cooking gear, and essential warm clothes and strong footwear; &
 - First aid kit and special medication.
- ✓ Get your family together to review and revise your [household cyclone emergency plan](#). Note that if a cyclone warning is declared, shops will be very crowded & some items will be sold out very quickly, (such as torches, tinned foods, batteries, long life milk, juices, tarps, etc). It is advised to get your kits prepared as early as possible, to avoid missing out, &/or, being caught amongst anxious crowds, or in long queues at shops & fuel stations.

Upon a Cyclone Warning:

- ✓ Listen to all local radio/TV for further information.
- ✓ In your home secure doors, board or tape windows, remove items from walls in case of water damage.
- ✓ Store loose items inside; place documents, photos, valuables and clothing in plastic bags.
- ✓ Fill water containers, fuel car and place under cover. Then remain indoors!
- ✓ Prepare an evacuation kit (in small bags), consisting of your emergency kit plus personal essentials (including important documents such as passports and birth certificates) and valuables in plastic bags.

On Warning of Local Evacuation*

- ✓ Lock your house; switch off electricity, gas, water, etc. Take your evacuation kit.
- ✓ Wear strong footwear (not thongs) and warm clothing for protection against cuts from debris.
- ✓ Heed warnings and follow advice given by Emergency Service personnel.

**Based on predicted wind strengths and storm tide height, it may be necessary to evacuate areas to avoid casualties. Be ready to move to high ground or shelters as directed by Police or Emergency Service personnel. High winds & flooded roads will be hazards during movement. Advice will be given on local TV and radio. Police and State/Territory Emergency Services will also give direct advice.*

When the Cyclone Strikes:

- ✓ Stay inside and shelter well clear of windows in strongest part of house - cellar, bathroom, internal toilet or passageway.
- ✓ Listen to your portable radio for cyclone updates.
- ✓ If house starts to break up, protect yourself with mattress, rugs, blankets or tarpaulin. Anchor yourself to a strong fixture (such as water pipes) or get under a strong table or bed.

Beware the calm 'eye'. Don't assume the cyclone is over - if a calm period is due to the 'eye', violent winds will soon resume from the opposite direction. If driving, stop - clear of trees, power lines and streams.

After the Cyclone:

- ✓ Don't go outside until advised officially that it is safe.
- ✓ Listen to local radio for official warnings and advice.



- ✓ If you had to evacuate, don't go home until advised. Use route recommended and stay calm.
- ✓ Don't make unnecessary telephone calls.
- ✓ Beware of fallen power lines, damaged buildings and trees, and flooded water courses.
- ✓ Don't ignore warnings and don't go sightseeing.

SHELTER LOCATIONS:

Emergency Shelters – Darwin Region

Darwin City

- ✓ The rear of the Supreme Court

Northern Suburbs

- ✓ Dripstone Middle School
- ✓ Casuarina Secondary College
- ✓ Nightcliff Middle School

Palmerston

- ✓ Palmerston Senior College
- ✓ Roseberry Primary & Middle School
- ✓ Berry Springs Primary School

Rural

- ✓ Taminmin High School
- ✓ Girraween Primary School

Cox Peninsular

- ✓ Cox Peninsular Community Government Council Building

Car Park Shelters

- ✓ Casuarina Square Shopping Centre
- ✓ Holiday Inn Esplanade
- ✓ Palmerston Hub Complex
- ✓ Palmerston Shopping Centre



CONTACT DETAILS

CYCLONE COORDINATOR AND OFFICES FOR 2019-2020 CYCLONE SEASON

Cyclone Coordinator	Ben Smith
CCO Cyclone Communications Officer	David Kurnoth
Cyclone Officer	Nelson Tinoco/Trisha Kurnoth
Cyclone Officer	Karen Scott/Lee Upton
LNAC HQ	Lulu Coombes
Palmerston Office	
Casuarina Office	Tracey Wills

INTERNAL LNAC EMPLOYEES LIST

Will be confirmed at the time this procedure is activated.

Workplace Numbers (as at Dec 2018)

HQ	08 8948 3733
RANGERS	08 8948 4685
PATROL SERVICES	1800 101 645
AGED CARE	08 8985 6811
HEAL	08 8948 3733
TSP	08 8948 3733
PALMERSTON	08 8931 2120

EXTERNAL

Police Assistance Line	131 444
Emergency services	000
Royal Darwin Hospital	08 8922 8888
Power and Water	General Enquiries – 1800 245 090
Power and Water	Emergency – 1800 245 092

RESPONSIBILITIES

All employees are responsible for adhering to LNAC policies and procedures.

REFERENCES

www.bom.nt.gov.au

www.securent.nt.gov.au

www.pfes.nt.gov.au



This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Uniform Policy

Policy ID: HR-UP02

Version: 2

Date of Policy: 2 December 2019
Reviewed: By 2 December 2022.
Developed By: Human Resources
Approved By: Chief Executive Officer

Purpose	The appearance of employees reflects the image of the corporation and has a significant impact on the way we are viewed by stakeholders. Larrakia Nation Aboriginal Corporation (LNAC) aims that employees project a good image and comply with work, health and safety guidelines.
Scope	This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).
Responsibility	Employees/Managers have a responsibility to: ✓ Abide by this policy and any related policies at all times.
Monitoring & Review	This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required. Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained. LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.

All employees of LNAC should always be dressed neatly and appropriately for the type of work they perform. Employees in programs, who are required to wear a uniform based on program requirements, will be supplied with a uniform from LNAC.

You are entitled to **two shirts** when initially starting work with LNAC and one extra shirt annually at the expense of the corporation. However, additional shirts can be purchased at cost by employees. It is mandatory to wear uniforms with the corporation logo if issued.

Rangers will be issued with one pair of boots annually and provided with all PPE including hats, safety goggles, gloves and ear plugs.

The CEO may authorise additional uniform issues, if circumstances warrant it.

Full responsibility for maintenance and cleanliness will remain with the employee, including exchange or damaged uniforms.

In the event that any employee arrives for work in a way that is not in line with policy, their Manager/Supervisor will advise them that they are not dressed or groomed appropriately to perform their duties. They will be given an opportunity to address the issues immediately, and if necessary, to return home to change. Working hours missed by such incident will not be reimbursed. Any deliberate breaches of this policy could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of LNAC policy and further action in accordance with the Performance Management Policy will be taken.

The LNAC approved uniform can be worn at the discretion of the employee whilst representing the corporation at internal or external events. All appropriate Personal Protective Equipment must also be worn (if required).



Employees are reminded that whilst wearing LNAC's uniform they are representing the Larrakia Nation Aboriginal Corporation and must therefore conduct themselves appropriately at such times. It is not appropriate or acceptable for employees to wear the uniform in a non-work related or social situation.

This policy was approved by:

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

A handwritten signature in black ink, appearing to read 'Robert Cooper'.

Date: 13 November 2019



Vehicle Safety Policy

Policy ID: HR-VSP03

Version: 3

Date of Policy: 2 December 2019
Reviewed: By 2 December 2022
Developed By: Human Resources
Approved By: Chief Executive Officer

Purpose	Larrakia Nation Aboriginal Corporation (LNAC) has a fleet of company vehicles and aims to ensure employees comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving whilst using its vehicles.
Scope	This Policy outlines the conditions under which a vehicle is permitted to be used by employees and contractors of LNAC (referred to as 'employees' from herein for convenience only) and the obligations that employees who have been provided with the use of a company vehicle must comply with.
Responsibility	All LNAC employees who use or are provided a company vehicle have a responsibility to abide by this Policy and any related policies at all times.
Monitoring & Review	<p>This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions, when required.</p> <p>Notwithstanding the above, LNAC will review this Policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this Policy from time to time. This Policy is to remain in force until it is changed.</p>

Ownership of Vehicle

At all times, the vehicle remains the property of LNAC.

Use of LNAC Vehicles

An employee who is provided with an LNAC vehicle must:

- Use the vehicle for work-related purposes only;
- Conduct a pre-operation check using the **Vehicle Safety Checklist**;
- If required by LNAC, ensure that the vehicle is maintained and serviced in accordance with warranty requirements;
- Ensure that the provisions of any insurance policy relating to the vehicle are observed;
- Not allow the vehicle to be driven by anyone other than themselves. Prior written permission must be obtained from LNAC before any person, other than the employee, uses the vehicle;
- Not fit any accessories to the vehicle without prior written approval from LNAC;
- Pay all parking fines and traffic infringements incurred whilst using the vehicle;
- Ensure that the vehicle is locked when left unattended and that any alarm system fitted to the vehicle is activated whilst the vehicle is not in use;
- Ensure that the vehicle is securely garaged when not in use;
- Immediately report any accident/damage involving the vehicle to their manager and, when required by law, report the incident to the police;
- Observe all road rules, including, but not limited to, adhering to speed limits, not using mobile phones or tablets whilst driving (unless in hands-free mode) and wearing a seatbelt whilst driving the vehicle. P-plates should also be displayed, where required;
- Immediately notify their manager if their driver's license has been suspended, cancelled or has had any limitation placed on it;
- Maintain the vehicle so that it is clean and in good working order at all times; and
- Not smoke inside the vehicle at any time (see "Smoke Free Workplace" below).

Vehicle Safety Policy

Policy ID: HR-VSP03

Version: 3



In addition, all employees provided with an LNAC vehicle must:

- Take regular and adequate rest breaks whilst driving the vehicle (at a minimum, a rest break of at least 15 minutes should be taken every two hours of driving. Employees must stop driving immediately if they feel tired and only commence driving after taking a sufficient rest break);
- Plan their journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- Stay overnight if driving and non-driving duties exceed 11 hours in one day (24 hours) unless driving duties can be shared with another employee; and
- Use daytime running lights on the open road (where fitted).

Safety

All employees who use a LNAC vehicle must:

- Ensure that the first aid kit located within the vehicle is fully stocked and replace any items which have passed their 'used by' date;
- Not drive the vehicle if the employee is taking any medication that may impair their ability to drive; and
- Not consume alcohol or take any illegal drugs before or during the operation of the vehicle.

Where an employee is found to be responsible for any accident involving the LNAC vehicle as a result of their negligence or recklessness (or the employee was found to be under the influence of alcohol or illegal drugs at the time of the accident), the employee will be required to pay the excess and any other repair costs not covered by the vehicle's insurance policy (and may face other disciplinary action).

Licence

All employees using a LNAC vehicle must maintain a valid drivers' licence at all times whilst driving the vehicle. If a valid driver's licence is a requirement of an employee's employment, a suspension or cancellation of the employee's driver's license will (unless in exceptional circumstances) lead to termination of their employment or cancellation of their consultancy agreement (whichever is applicable).

Return of Vehicle

At the direction of LNAC, all employees using a LNAC vehicle must immediately return the vehicle to LNAC.

LNAC considers the provision of a vehicle a privilege. Accordingly, LNAC reserves the right to withdraw the use of the vehicle from any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment or cancellation of their consultancy agreement (whichever is applicable).

Additionally, LNAC reserves the right to inspect the vehicle at any time without prior notice.

Requirements when children are being transported in the Vehicle

As a part of LNAC's service delivery, children may need to be transported at times in their vehicles. Where this is to occur, the following must be complied with:

- Any child being transported in the vehicle is required to be supervised by an adult, other than the driver of the vehicle; and
- Approved child restraints are to be used as specified in the table below.

Important note: it is forbidden for a child to be transported in a vehicle without the correct child restraint (as set out in the table below) even where parents or adults accompanying the child insist that no child restraint be used. Legal penalties and disciplinary action may apply to adults who do not use correct child restraints.



Approved Child Restraints

The following table shows the types of child restraint required per age group:

AGE OF CHILD	USE THIS RESTRAINT
Under 6 months	Must use an approved rearward-facing infant restraint. Must not travel in the front seat of a vehicle that has two or more rows of seats
6 months to under 4 years	Must use <i>either</i> an approved rearward-facing restraint or forward-facing child safety seat with an inbuilt harness Must not travel in the front seat of a vehicle that has two or more rows of seats.
4 years to under 7 years	Must use <i>either</i> an approved forward-facing child safety seat with an inbuilt harness, or an approved booster seat restrained by a correctly adjusted lap-sash seatbelt (or an approved child safety harness in cases where a lap-only belt is fitted) that is properly installed and adjusted to fit the child's body. Must not travel in the front seat of a vehicle that has two or more rows of seats unless all the other back seats are already occupied by children under 7 years, or there is not enough space to put a third restraint in the back seat, or there are no seatbelts fitted in the back seat. However, children must still be in an approved restraint (e.g. booster seat) when they are sitting in the front seat. You will also need to use a booster seat without a top tether strap as anchorage points are not available for the front seat.
Over 7 years	Must <i>use either</i> an approved child restraint (depending on their size, this will be a child safety seat or booster seat) or a properly adjusted and correctly fastened seatbelt.

Restraints for smaller children

If a child is too small for the restraint identified as applicable for their age group, keep the child in the previous age group restraint until the child is large enough to fit into the next level of age group restraint.

Restraints for larger children

If a child is too large for the restraint identified as applicable for their age group, they may move to the next level of age group restraint.

A child is too large for a restraint identified as applicable for their age group when:

- The harness straps are below the shoulders, or their shoulders no longer fit into the harness (if they are under six months old); and
- Their shoulders no longer fit comfortably into the harness, and their eye level is higher than the back of the seat of the restraint (if they are up to four years old).



Types of Child Restraints

Rear facing seat (Baby Capsule)	Rearward or forward facing child safety seat with inbuilt harness	Forward facing restraint or booster seat
		

Please see: [NTG – A Simple Guide to Child Restraints](#) for more information.

Smoke Free Workplace

Smoking is prohibited in the following areas at all times:

- Working areas;
- Staircases;
- Restrooms;
- Company vehicles; and
- Kitchens.

Areas where Smoking is Permitted

Smoking is permitted only during work breaks in:

- Designated smoking areas;
- Balconies and open-air verandas; and
- Any outer premises including gardens, yards and sidewalks outside of LNAC's buildings.

Employees who choose to smoke in the above areas are required to:

- Extinguish their cigarettes and discard them in the appropriate containers;
- Avoid smoking before they have scheduled meetings with clients or vendors; and
- Avoid smoking near flammable objects and areas containing flammable objects.

In enforcing a Smoke Free Workplace, LNAC will:

- Place "No Smoking" signs in areas where smoking is prohibited (the absence of a sign does not permit smoking in prohibited areas);
- Communicate this Policy through inductions, staff meetings, and all staff memos; and
- Offer smoking cessation seminars as part of its employee wellness program.



Complaints

Any employee who wishes to make a complaint regarding this Policy can do so by contacting Human Resources on 08 8948 3733.

Disciplinary Procedures for Breach of this Policy

All employees are required to abide by this Policy. Any breach of this Policy will result in disciplinary action, including, but not limited to, termination of employment.

This policy was approved by CEO, Robert Cooper.

CEO Authorised:

Date: 13 November 2019



Workplace Bullying Policy

Policy ID: HR-WPB02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	<p>Larrakia Nation Aboriginal Corporation (LNAC) is committed to providing a safe and healthy work environment in which all employees are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will <u>not</u> be tolerated by LNAC.</p> <p>This policy outlines LNAC's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of LNAC and employees in relation to preventing bullying in the workplace.</p>
Scope	<p>This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC) and all persons performing work at the direction of, in connection with, or on behalf of LNAC.</p> <p>This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties and client functions.</p>
Responsibility	<p>Everyone at LNAC has a legal responsibility to prevent bullying from occurring.</p> <p>Under relevant health and safety legislation (the "Legislation") LNAC has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying.</p> <p>This policy will assist LNAC in complying with its legal responsibilities.</p> <p>Employees are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at LNAC's workplace. They must also comply with any reasonable instruction given by LNAC. Compliance with this policy will assist employees in meeting their legal responsibilities.</p>
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>



What is Workplace Bullying?

Workplace bullying is repeated, unreasonable behaviour, directed towards an employee or a group of employees that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

'Repeated Behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – i.e. a pattern is being established from a series of events).

'Unreasonable Behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Examples of Workplace Bullying

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:

DIRECT BULLYING:

- Abusive, insulting or offensive language;
- Spreading misinformation or malicious rumours;
- Behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming;
- Displaying offensive material;
- Inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences;
- Teasing or regularly making someone the brunt of pranks or practical jokes;
- Interfering with a person's personal property or work equipment; or
- Harmful or offensive initiation practices.

INDIRECT BULLYING:

- Unreasonably overloading a person with work, or not providing enough work;
- Setting timeframes that are difficult to achieve, or constantly changing them;
- Setting tasks that are unreasonably below, or above, a person's skill level;
- Deliberately excluding or isolating a person from normal work activities;
- Withholding information that is necessary for effective work performance;
- Deliberately denying access to resources or workplace benefit and entitlements, for example training and leave; or
- Deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular employee/s.

The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute bullying and therefore unacceptable to LNAC.

A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.

A person's intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.

Bullying in the workplace is harmful not only to the target of the behaviour but damages LNAC's culture and reputation. It is unacceptable and will not be tolerated.



What does not Constitute Workplace Bullying?

Managing employees does not constitute bullying, if it is done in a reasonable manner. Managers/Supervisors have the right, and are obliged to, manage their employees. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling employees. Examples of reasonable management practices include:

- Setting reasonable performance goals, standards and deadlines in consultation with employees and after considering their respective skills and experience;
- Allocating work fairly;
- Fairly rostering and allocating working hours;
- Transferring an employee for legitimate and explained operational reasons;
- Deciding not to select an employee for promotion, following a fair and documented process;
- Informing an employee about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements;
- Informing an employee about inappropriate behaviour in an objective and confidential way;
- Implementing organisational changes or restructuring; and
- Performance Management processes.

What Steps will LNAC take to Prevent Workplace Bullying?

LNAC will take all reasonable steps to prevent bullying through a risk management process.

This process includes:

- Identification of bullying risk factors- these are things and situations which could contribute to bullying such as the way in which employees are managed, or organisational change such as redundancies (refer to the common risk factors set out below);
- Assessment of the likelihood of bullying occurring from the risk factors identified and their potential impact on the employees or workplace;
- Eliminating the risks, as far as reasonable practicable, or controlling, or minimising, them as far as reasonable practicable;
- Reviewing the effectiveness of the control methods put in place and the process generally; and
- Training employees about bullying, how to deal with it and its impact on the workplace.

LNAC will use the **Workplace Bullying Assessment Checklist** to facilitate the risk management process. This checklist has been developed to assist LNAC to identify, assess, eliminate and/ or control bullying in the workplace, taking into account the common risk factors (refer below).

What Are Some of the Common Risk Factors which may lead to Bullying?

Bullying can result from a number of different factors in a workplace, from the general culture to poor management skills. Some risk factors which make bullying more likely to occur are:

- **Organisational change** - i.e. significant change in the workplace that may lead to job insecurity for example, restructure and redundancy, introduction of technology, change in management.
- **The culture** – LNAC’s values, views and beliefs can either expressly or implicitly encourage bullying behaviours, for example, when a company promotes aggressive behaviour as a means of ensuring its employees are performing their roles, or adopts a culture in which it is acceptable to ignore such behaviours.
- **Negative leadership styles** – such as strict, autocratic management styles, which do not allow for flexibility or involvement by employees; or passive, ‘laissez-faire’ management styles which are characterised by a tendency to avoid decisions, inadequate supervision and little guidance to employees.
- **Inappropriate systems of work** – this includes excessive workloads, unreasonable timeframes, uncertainty about roles and how they should be performed, and lack of employee support.
- **Poor work relationships** – this can be characterised by poor communication between employees and management, or negative relationships with Managers/Supervisors or employees, excessive criticism by a Manager/Supervisor and the exclusion or isolation of employees.



- **Workforce characteristics** – a company's workforce can be made up groups of employees who may be at a higher risk of bullying because of certain characteristics: for example, young employees, new employees, apprentices, injured employees, employees in a minority group because of their race, disability, religion, gender or sexual preference.
- **Tall Poppy Syndrome** - is a culture where people of high status are resented, attacked, cut down or criticised because they have been classified as better than their peers. This is similar to begrudge, the resentment or envy of the success of a peer.

LNAC will consider these factors when undertaking its risk management process.

Managements Role

Managers/Supervisors must:

- Ensure that they do not bully employees, other Managers/Supervisors or clients;
- Ensure that they do not aid, abet or encourage other persons to engage in bullying behaviour;
- Ensure all employees who report to them are aware and understand this policy and their responsibility to comply with it;
- Ensure that all employees who report to them understand that any bullying in any form is unacceptable and will not be tolerated by LNAC;
- Act promptly and appropriately if they observe bullying behaviours;
- Ensure that all employees who report to them understand that they should report any bullying behaviour;
- Ensure all employees who report to them are aware and understand the complaint procedures; and
- Act promptly if a complaint is made. If this is not possible, or is inappropriate, inform HR as soon as possible.

Employees Role

All employees must:

- Understand and comply with this policy;
- Ensure they do not engage in any conduct which may constitute bullying towards other employees, clients or others with whom they come into contact through work;
- Ensure they do not aid, abet or encourage other persons to engage in bullying behaviour;
- Follow LNACs Grievance Policy & Procedure if they experience bullying;
- Report any bullying they see occurring to others in the workplace in accordance with this policy; and
- Maintain confidentiality if they are involved in the incident complained of.

Grievance Policy & Procedure

If an employee feels that they have been bullied, they should not ignore it. Employees are to use the Grievance Policy & Procedure when formally reporting Workplace Bullying.

Breach of this Policy

LNAC takes very seriously its commitment to providing a safe and healthy work environment, free from bullying.

If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with LNAC terminated or not renewed.

If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

Robert Cooper, CEO approved this policy.

CEO Authorised:

Date: 13 November 2019



Work Health & Safety Policy

Policy ID: HR-WHS02

Version: 2

Date of Policy: 2 December 2019

Reviewed: By 2 December 2022

Developed By: Human Resources

Approved By: Chief Executive Officer

Purpose	<p>Larrakia Nation Aboriginal Corporation (LNAC) aim is to:</p> <ul style="list-style-type: none">➤ To provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect employees' health, safety, mental and social wellbeing.➤ To engage and consult with all employees and others affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or minimised to the greatest degree.➤ To create a workplace environment where employees and others affected by our business or undertakings are encouraged and supported to raise health and safety issues and help minimise and manage them.
Scope	<p>This policy applies to ALL employees of Larrakia Nation Aboriginal Corporation (LNAC).</p> <p>This policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.</p>
Responsibility	<p>LNAC is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least minimise) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings.</p> <p>LNAC are committed to ensuring we comply with the <i>Work Health and Safety (National Uniform Legislation) Act</i>, the <i>Work Health and Safety (National Uniform Legislation) Regulations</i>, relevant Codes of Practice and relevant Australian Standards.</p>
Monitoring & Review	<p>This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when required.</p> <p>Notwithstanding the above, LNAC will review this policy annually for relevance and to ensure that its effectiveness is maintained.</p> <p>LNAC reserves the right to vary, replace or terminate this policy from time to time. This policy is to remain in force until it is changed.</p>



Definitions

What does 'reasonably practicable' mean?

The duty of care is qualified by the test of reasonably practicable.

Reasonably practicable means that which is (or was at a particular time) reasonably able to be done to ensure work health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned occurring, and
- The degree of harm that might result from the hazard or the risk, and
- What the person concerned knows (or ought reasonably to know) about the hazard or risk and about ways of removing or reducing the risk, and
- The availability and suitability of ways to remove or minimise the risk, and
- After assessing the extent of the risk and the available ways of removing or reducing the risk, the cost associated with available ways of removing or reducing the risk, including whether the cost is grossly disproportionate to the risk.

PCBU (Formerly Employer) – *Larrakia Nation Aboriginal Corporation (LNAC)*

The term 'Employers' has been replaced by 'Person Conducting a Business or Undertaking' (**PCBU**).

Although an employer is a PCBU, the term PCBU is much broader than this and may include:

- A Corporation
- An Association
- Partners in a Partnership
- A Sole Trader
- A volunteer organisation which employs one or more people to carry out work
- Householders where there is an employment relationship between the householder and the worker.

A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work.

Worker

You are considered to be an employee if you carry out work for a PCBU, such as:

- An employee
- A contractor or sub-contractor
- An employee of a contractor or sub-contractor
- An employee of a labour hire company
- An apprentice or trainee
- A student gaining work experience
- An outworker
- A volunteer.

You can also be a PCBU and an employee if you carry out work for another PCBU.

Officer

An officer is a person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.

If a person is responsible only for implementing those decisions, they are not considered an officer. A partner of a partnership is not an officer but is a PCBU.

An officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the WHS legislation.



In short, an officer's duty relates to the strategic, structural, policy and key resource decisions – that is, how a workplace is run. You are considered to be an officer if you are:

- An officer within the meaning of section 9 of the Commonwealth Corporations Act 2001
- An officer of the Crown within the meaning of section 247 of the Work Health and Safety (National Uniform Legislation) Act
- An officer of a public authority within the meaning of section 252 of the Work Health and Safety (National Uniform Legislation) Act.

Responsibilities

Management

Management will ensure, as far as is reasonably practicable, the health, safety and wellbeing of:

- All employees engaged, or caused to be engaged by us
- All employees whose activities in carrying out work are influenced or directed by us
- Other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

We will also:

- Provide and maintain a work environment free from risks to health and safety
- Provide and maintain safe plant (equipment), structures and safe systems of work
- Ensure the safe use, handling and storage of plant (equipment), structures and substances
- Provide adequate facilities for the welfare of employees in carrying out work
- Provide any information, training, instruction or supervision that is necessary to protect all people from risks to their health and safety arising from work activities
- Ensure that the health of employees and the conditions at the workplace are monitored for the purpose of preventing illness or injury of employees arising from our business
- Consult with employees on all matters relating to health and safety.

Employees

While at work, our employees must:

- Take reasonable care for their own health, safety and wellbeing
- Take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- Comply (so far as they are reasonably able to) with any reasonable instruction given by management
- Co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them
- Not misuse or interfere with anything provided for work health and safety
- Report all incidents and near misses immediately, no matter how trivial
- Engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- Report all known or observed hazards to their Manager/Supervisor as soon as possible.

Applying this Policy

We seek the co-operation of all employees, contractors, visitors and others whom may be affected by our business or undertakings.

We encourage and support suggestions to create a safe working environment as a result of all possible preventative measures being taken.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

Robert Cooper CEO approved this policy.

Date: 13 November

Policy ID: HR-WHS02

Version: 2