

Merri Creek Management Committee Interim Staff Handbook

As approved by Executive on 24/4/2001



Supersedes all versions prior to 24/4/2001

Merri Creek Management Committee Staff Handbook

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Refer to MCMC Parkland Management Team Handbook Supplement for issues specific to the Parkland Management Team

1. WHAT IS MCMC AND WHY ARE WE HERE?

1.1 Statement of Purposes

The following extract from MCMC's Statement of Purposes and Rules explains why MCMC exists. It forms the legal direction which the organisation must follow:

"The primary purpose of the Incorporated Association is to ensure the preservation, restoration, environmental protection and ecologically sensitive development and maintenance of the Merri Creek and adjoining catchment areas, with a long term aim of securing a major regional park ("the Merri Creek parklands") with significant recreation and conservation value.

Further to the above primary purpose, the Incorporated Association will have the following purposes:-

1. **Land use planning** - to develop and monitor a Merri Creek Concept Plan, and to monitor planning controls and activities. To continue to develop the Merri Creek parklands as a linear park with an emphasis on consolidation and expansion of public open space, flora and fauna reserves and public ownership of natural assets and limiting inappropriate intrusions into, and uses of, the Merri Creek parklands.
2. **Catchment planning** - to maintain an interest and comment when requested on land use planning issues in the catchment of the Merri Creek.
3. **Creek parkland management** - to act as a major body for policy development and to ensure the environmentally sensitive maintenance and development of the Merri Creek Parklands, taking full and proper account of recreational and conservation values. To establish and regenerate indigenous vegetation and to restore the landscape of the Merri Creek and adjoining lands. To employ and direct a dedicated works crew.
4. **Resource management** - to seek efficient and effective maintenance and development of the Merri Creek and adjoining lands in optimizing the use and value of scarce resources, and to seek additional funding from external sources for these purposes.
5. **Regional approach** - to promote and conduct programs and activities to achieve integrated catchment and parkland management, community education, resource sharing and information exchange on a regional basis involving key stakeholders - municipal councils, State Government agencies, community groups and landholders. To assist other organisations to achieve sustainable environmental development of the Merri Creek and adjacent catchments, and the wider metropolitan area.
6. **Community participation** - to enhance management of the Merri Creek parklands by continued direct community participation and to promote greater community awareness of, interest in, and use of, the Merri Creek parklands as a valuable and scarce community resource. Consistent with the aims of the Association, to support the Friends of Merri Creek.
7. To set up a **gift fund** to be known as the Merri Creek Environment Fund to support MCMC's primary purpose."

1.2 Mission Statement

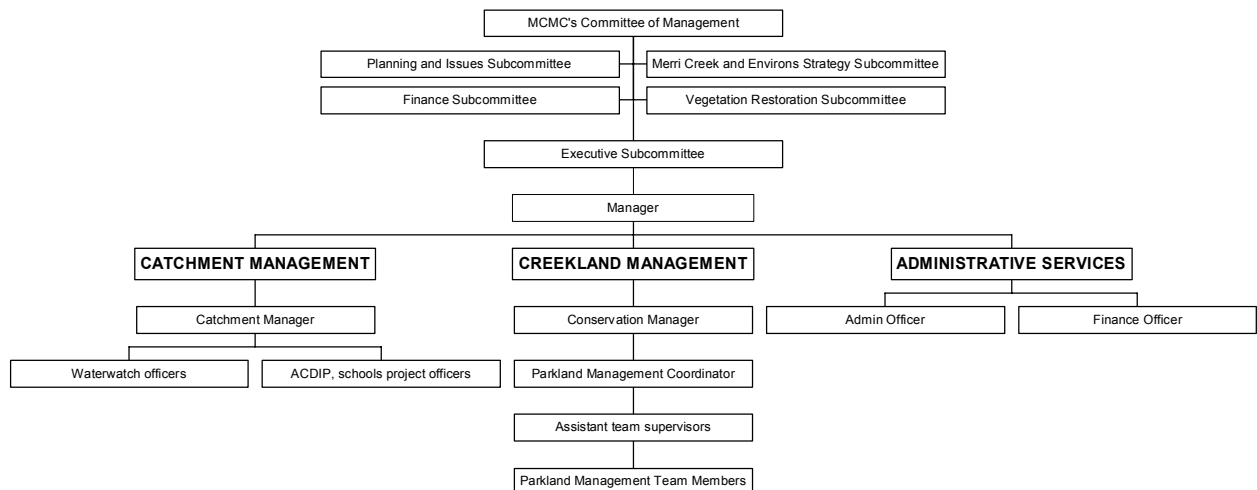
The MCMC respects and honours the spirit of the land and its peoples, indigenous plants and animals, and works with the community to preserve, restore and promote the Merri Creek, its catchment and neighbouring region as a vital living system.

1.3 Vision for Merri Creek

The Merri Creek and Environs Strategies identifies the following vision for the Merri Creek Corridor which was agreed by all stakeholders:

"To achieve a healthy living stream flowing through an attractive environment which provides habitat for native animals and is valued by the community as a peaceful, passive open space haven. To protect the natural and cultural features of the Merri Creek corridor through sensitive management which will provide a lasting benefit to the community."

2. ORGANISATIONAL STRUCTURE



Please see the latest MCMC staff list for the names of people holding the positions above.

3. ENTITLEMENTS and SERVICES

3.1 Local Government Interim Award and MCMC Enterprise Bargaining Agreement

All MCMC employees are covered by MCMC's Enterprise Bargaining Agreement and by reference to the Victorian Local Authorities Interim Award 1991. Refer to these for additional detail on entitlements and employment conditions. Your supervisor, shop steward, finance officer or manager can provide you with a copy of the relevant information.

3.2 Pay and hours of work

All full time staff work a 70 hour fortnight. Most fulltime staff work these hours as a five day week, followed by a four day week (with the Rostered Day Off falling on a Friday).

All staff are paid fortnightly directly into a nominated bank account. To register as an employee and be placed on the payroll you should have completed and signed the following forms. (If this has not occurred, raise the matter with your supervisor or Finance Officer.)

- tax file number declaration form / withholding declaration
- MCMC Employee Record form
- Superannuation LASPLAN registration form
- Position Description to be signed by the employee

Please ensure that change of address or emergency contact telephone numbers are kept up to date.

3.2.1 Lunch break

Going home early after missing or cutting down on lunchtime is not permitted as it is considered important for health and safety that staff take a lunch break (30-45 minutes). Although there is not a set time for lunch breaks, they should start before 2pm. Lunchtime is not paid time.

3.2.2 Timesheets

The timesheet is a written record of hours for each employee of MCMC.

The purpose of the timesheet is to provide a written record of employees' time on the premises and actual hours worked (including overtime and any leave taken) in order to process wages in a regular, correct and efficient manner. It may be used in a dispute as evidence and is therefore viewed as a legal document when completed, signed and authorised.

For members of the Parkland Management Team the timesheet must be the same as the entries in the PMT diary.

For members of the Catchment Management Department the timesheet requires a break-up of hours across jobs and these two totals must balance. The timesheet must also reconcile with computer records of hours worked.

All staff are required to complete relevant details on the timesheet, daily. At the end of the pay period the timesheet is to be signed by the employee and authorised by the department supervisor or the Manager and placed in the red timesheet folder

3.3 Leave entitlements

If you are unexpectedly unable to attend work on time or at all for a particular day or period, you are required to contact your supervisor within ½ hour after your normal starting time.

3.3.1 Sick leave

Full-time employees are entitled to 12 days (indoor staff) or 16 days (outdoor staff) sick leave on full pay per calendar year. A medical certificate may be required for any absence due to sickness. If you take sick leave before or after a public holiday, an R.D.O. or an annual leave day or if you have been sick for more than 2 days in a row you are required to obtain a medical certificate. The medical certificate must be brought in to work on the first day back to work. Please hand it to the supervisor responsible for timesheets.

3.3.2 Annual leave

Full-time employees are entitled to 140 hours annual leave per calendar year. Leave is accrued on a fortnightly basis and only as much leave as is accrued may be taken. An annual leave application form must be filled out at least two weeks before taking annual leave. The time when annual leave is taken is by agreement between the employee and the supervisor. In peak work times it may not be possible for people to take annual leave; please provide as much notice as possible. Timesheets are required for the period of annual leave.

3.3.3 Compassionate leave

You are entitled to three days paid leave in case of death of a close family member or friend. Notify your supervisor as early as possible of your requirement to take compassionate leave.

3.3.4 Carers Leave

You are entitled to use your sick leave entitlement to provide care and support for members of your immediate family or members of your household when they are ill. A medical certificate from the patient's G.P. is required under the same circumstances as those listed for sick leave above.

3.3.5 Parental Leave

MCMC pays the first 12 weeks maternity/adoption leave and the first 2 weeks of paternity/adoption leave. For further detail refer to the EBA.

3.3.6 Leave without pay

Leave without pay will only be granted:

Subject to the approval of the staff member's supervisor and the Executive Subcommittee,

Where the Executive is satisfied that there is minimal impact on MCMC's operations,

If in Executive's opinion excessive Leave without pay is being requested by an individual it will not be granted.

3.4 Overtime, time in lieu and flexibility of hours

3.4.1 Overtime

Overtime should only be worked at those times where it cannot be avoided and with the prior permission of your supervisor.

Overtime for PMT staff is paid as follows:

Time and a half for the first two hours and double time thereafter Monday to Saturday noon inclusive

Double time after Saturday noon

Double time all day Sunday with a minimum of three hours payment

Overtime for Indoor staff is paid as follows:

Time and a half for the first three hours and double time thereafter Monday to Saturday noon inclusive

After noon Saturday is paid at, time and a half for the first two hours and double time thereafter
All time worked on a Sunday shall be paid at double time with a minimum of three hours payment

3.4.2 Time in lieu

In order to meet staff's need for flexibility or fluctuations in workload, there is a time in lieu system available to all staff except casual employees and Parkland Management team members. Working less than or more than the standard working fortnight (and hence using or accruing time in lieu) requires prior authorisation from your supervisor. All time in lieu accrued is treated as normal time; and when it is used is paid at normal rates, not overtime rates. No more than the equivalent of a full day's hours may be accumulated. Accumulated time in lieu is to be used within the quarter it is accumulated. On the first day of the first pay period after the end of each quarter all time in lieu balances will be reduced to zero to allow for accurate accounting statements for the quarter. Time in lieu accrued or used is recorded on the timesheet. Timesheets must be authorized by a staff member's supervisor prior to lodgement.

3.4.3 RDO Banking and flexibility of hours

Work plans can be developed to provide flexibility to meet service delivery requirements or peak seasonal demands. In these cases by prior arrangement with your supervisor, employees may be requested to work additional hours, or requested to work their rostered day off. Where a rostered day off is worked, it will be banked for taking at a later mutually agreed time. Not more than five RDOs can be banked in a financial year, and no more than two consecutive rostered days off be banked.

3.5 Training

MCMC is committed to providing staff with the necessary training to ensure that MCMC remains effective, efficient, competitive and innovative. MCMC allocates \$700 training costs and 55 hours training time for full-time workers (or pro rata for part-time workers) in each financial year. Unused training time and budget is not accrued to the following financial year. Each department identifies training needs and develops a training plan. Some training courses may be required to be completed by all department members. There may also be individual training needs identified. Discuss ideas for your own training with your supervisor.

3.6 Superannuation

MCMC is required to pay superannuation to the Local Authorities Superannuation Board calculated at 8% of gross salary to 30/6/2001 and 9% thereafter. The amount is shown on your pay-slip. You may choose to contribute – see the finance officer for more information.

3.7 Unions

Many MCMC staff are members of the MEU (Municipal Employees Union) branch of the ASU (Australian Services Union), 2nd floor 116-124 Queensberry St Carlton South 3053, ph 9342 3400. If you wish to join, union fees can be deducted directly from your pay. Please see your shop steward for membership forms.

3.8 Equal Opportunity

MCMC is an equal opportunity employer. We do not tolerate discrimination in any form. It may include physical, verbal or non-verbal behaviour.

If at any time you feel you are being abused, you are advised to take the following action.

- Make it clear to the person that their behaviour is unwelcome and you wish it to stop.
- Discuss the situation with your supervisor or the harasser's supervisor or the Manager, or you may contact your union for advice or the Commissioner for Equal Opportunity. Your complaint will be taken seriously and will be treated confidentially.

3.9 Disciplinary procedures

MCMC has adopted the City of Darebin Disciplinary Procedures on an interim basis. A copy is available from your supervisor or MCMC's finance officer.

There are two categories covered in the policy. They are:

Gross Misconduct and Negligence; including

- assault of another employee
- theft of property
- deliberate neglect of duty
- deliberate endangerment of other employees or the public

- unauthorised use of MCMC information and data for personal or financial advantage
- Sexual harassment

Misconduct and Inadequate Work Performance; including

- refusal to obey lawful instructions
- abuse of other employees
- use of drugs and/or alcohol
- unauthorised use of MCMC premises, plant and equipment
- refusal to cooperate with reasonable management activities directed at improving methods or procedures
- poor work performance or attendance record

Action covering any of these matters varies depending upon the severity of the offence, commencing with warnings, but may lead to dismissal.

3.10 Grievances

If you have any particular problems relating to your work, as a first step you should discuss them with your supervisor. If not settled to your satisfaction within 48 hours, you should draw the matter to the attention of the Manager. If further resolution is required, after a cooling off period of 7 days, a mediation session involving the union, an Executive member and an independent chairperson will be organised. If still unresolved the matter shall be referred to the Industrial Relations Commission for Conciliation or an agreed independent arbitrator. MCMC's EBA paragraph 15 outlines in detail the process for settlement of disputes.

3.11 Staff Support Scheme

MCMC offers three free counselling sessions per staff member per year at Sessions are confidential – MCMC is invoiced according to a confidential numbering system. Staff may use the sessions to assist resolution of issues related to both personal and work issues.

3.12 Lock up and office / depot security

Delegated staff members are issued with office and gate keys. The keys are restricted and copies should not be made (except by authorisation of the Manager). The office and depot buildings are equipped with a security system. Permanent staff are issued with a security code number and voice code. Please obtain these from the manager. The last staff member to leave the office is responsible for the locking up according to the Security procedure.

4. HEALTH AND SAFETY

4.1 Occupational Health and Safety Act

MCMC is committed to providing a safe and healthy workplace for employees and welcome suggestions staff may have to continue to improve and make safer our work environment. Under the Occupational Health and Safety Act both employers and employees have responsibilities.

Section 25.1

While at work an employee must

- a). Take reasonable care for her or his own health and safety and for the health and safety of anyone else who may be affected by her or his acts or omissions at the workplace; and
- b). Cooperate with her or his employer with respect to any action taken by the employer to comply with any requirements imposed by or under this act.

Section 25.2

An employee shall not

- a). wilfully or recklessly interfere with or misuse anything provided in the interests of Health and Safety or welfare in pursuance of any provision of this Act or the regulations; or
- b). Wilfully place at risk the health or safety of any person at the workplace.

Employers also have responsibilities under the Occupational Health and Safety Act. For more information see the OH&S representative, a member of MCMC's OH&S committee or the OH&S folder.

4.2 Skin protection

MCMC has developed a protective uniform policy to prevent or reduce damage to skin by UV radiation in sunlight (a known carcinogen). When working outdoors, skin must be protected by clothing that will cover as much of the skin as practicable (long pants and collared shirts with long sleeves that cover the forearms), and by using sunscreen regularly on that part of the skin that can not be covered.

Broad brimmed hats will be issued to all staff working outdoors and legionnaire style caps, which may be more comfortable to wear on windy days, will also be provide on request. Sunglasses will be issued and are of a wrap around design that will cut out as much direct and reflected sunlight as possible.

4.3 Swimming

MCMC is committed to providing a safe and healthy workplace for its employees. As part of this commitment, MCMC will reimburse you the purchase price of prepaid swimming tickets (provided adequate proof of purchase), if you are interested in swimming regularly (at least twice a week) in your won time. You may choose to swim at any pool convenient to you.

4.4 Incident/Injury Reporting procedures.

All accidents or near misses, to people, plant and equipment, must be reported to your supervisor as soon as possible after they have occurred. Your department Manager will supply you with an Incident/Injury Report form which you should fill in by the end of the working day on which the accident occurred. Ensure that any other staff members who witnessed the accident also fill in the Incident/Injury form in the appropriate section. If you suffer a work-related injury or illness you must report it in writing within 30 days of becoming aware of it.

4.5 Work cover information

When you are injured in an accident at work, or work has significantly contributed to an injury of disease leading to medical expenses or time lost, as well as filling in the Incident/Injury Report form (available from your supervisor/department manager) before you leave work that day, you must fill a Workers Claim for Compensation form. Hand the form and any accompanying medical accounts to your supervisor. Your supervisor and the finance officer will process the forms. If, even after medical attention, you need time off work, you must give your Manager an **initial medical certificate** completed and signed by a doctor. Your doctor will have these certificates. If the injury results in ongoing lost time or medical expenses, you must continue to forward all documentation to your Manager. For further information see the poster "If you are injured" which is on display in the Office.

4.6 Vehicle accident procedure.

- **Stop**, exchange names and addresses with the other party involved and record the registration number of the other vehicle. (Give MCMC's address; you are not legally required to give your home address and telephone number if you are driving a work vehicle). If possible, also obtain insurance details.

In the case of damage to property where no other vehicle is involved (fences, gates, etc) endeavour to find the owner and exchange names and addresses.

- Immediately report the accident to your supervisor or the Manager at MCMC.
- Report the matter to police if anyone is injured or if you require police assistance at the accident scene. Please note, however, a motorist is under no legal obligation to make a written statement at the time of the accident.
- Record the names and addresses of as many witnesses as possible at the scene of the accident. No discussion whatsoever should be entered into as to the liability of either party. Our insurers require that you **DO NOT MAKE ANY ADMISSION OF LIABILITY**.
- Immediately upon your return to the depot, fill in an Incident/Injury Report form.

4.7 MCMC Vehicles

Any staff member whose driving is considered unsatisfactory may be required to attend a driver's education course or may be refused permission to drive MCMC vehicles. Only MCMC staff are permitted to drive MCMC vehicles.

Any changes to your driver's license must be notified to your supervisor immediately.

Travelling in the tray of utilities or trucks is not permitted at any time.

Fines for speeding or parking infringements must be paid by the driver responsible.

All temporary and new staff must get their supervisor's approval prior to driving with a trailer or using a 4 wheel drive vehicle in 4WD. This will depend on a satisfactory completion of an induction program.

4.8 First aid, Emergency Procedures

MCMC is committed to all staff having up to date training in first aid level 1 (and level 2 for MCMC's nominated first aider). If you do not have a current first aid certificate, you should arrange with your supervisor to attend a first aid training course.

If you need to call an ambulance, dial 000 (or 112 from a mobile phone) and ask the operator for the ambulance service. You will need to give the following details:

- Exact location of emergency (check access at start of each day for each site when arriving at site in case of emergency)
- Nature of emergency
- How many sick or injured
- Give your name and where you are telephoning from.
- STAY CALM

When calling an ambulance,

- One worker should stay with casualty
- One worker to wait at site gate or entrance from road for ambulance

4.8.1 Emergency contacts

(when on site see also inside cover of site folders)

- **MCMC office 9380-8199**
- **2 way Radio Reservoir Base** (if in a vehicle equipped with a 2-way radio)
- **Fire, Ambulance, Police**
000 (112 for mobile phones) and ask Telephone Operator to connect you with the appropriate service
- **Poisons Info Centre 0055 15678 or dial 000 and ask Telephone Operator to connect you.**
- **Royal Melb. Hospital Gratten St Parkville. Map 43 F4, ph 9342-7000**
(This hospital has anti-venom for all snake and spider bites.)

In the event of a serious incident the contact person listed on the Employee Record Form would be contacted. This would occur at the discretion of Management.

4.9 Guidelines on smoking

To ensure that MCMC continues to provide a safe working environment, smoking is prohibited in all indoor work areas, the back verandah, all sheds and storage areas, MCMC vehicles and in the vicinity of herbicide storage and cleaning areas. During morning tea and lunch breaks on site, smokers should sit downwind of others and respect non-smokers rights to an environment free of smoke. Smokers must dispose of their cigarette butts themselves, responsibly.

4.10 Fire extinguishers

All vehicles are fitted with fire extinguishers. Fire extinguishers (of different types) are also mounted at various locations around the office and depot buildings. Be aware of their locations and what type of fires they are for so they may be located quickly in case of an emergency.

Additional items to be considered for future revision:

Under 2.2 Leave entitlements:

- Jury and Witness Duty
- Severance Pay
- Study leave

Under 3 Health and Safety:

- Drugs and Drinking

Other Possibilities:

- Motor vehicle expenses/reimbursement
- Use of equipment and vehicles
- Communication in the workplace
- Employee Performance Review
- Resignation / Termination
- Policies / procedures list
- Responding to observed pollution, rubbish dumping, etc incidents
- Revision of Disciplinary Procedure
- Computer security