

POLICY:-	
Policy Title:	Nine Day Fortnight (Rostered Day Off)
File reference:	F10/618-06
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Resolution Number:	179/13
Other Review Dates:	20 June 2013;
Resolution Number:	179/13;
Current Policy adopted by Council:	16 June 2016
Resolution Number:	170/16
Next Policy Review Date:	2019

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resource Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resource Coordinator
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVE

To provide improved working conditions for all employees.
To provide a benefit to Council operations by productivity increases from longer working hours.

POLICY

1. APPLICATION

This policy applies to all full time staff employed on the basis of a 35 or 38 hour week as per the Local Government (State) Award.

2. HOURS OF WORK

2.1 Staff will work sufficient time over a period of nine days so as to accumulate sufficient time for the tenth day to be taken as a rostered day off.

2.1.1 Outdoor staff employed on a 38 hour week will work 8.5 hours per day except for the Friday off work which is an 8 hour day. Each day a 30 minute unpaid lunch break is to be taken. See Attachment.

2.1.2 Indoor staff employed on a 35 hour week will work 7.75 hours per day except for the day of their RDO which is an 8 hour day. Each day a 45 minute unpaid lunch break is to be taken.

2.2 No overtime payments are applicable for any time worked for the purpose of accruing time for a rostered day off.

2.3 No payment will be applicable for acting in a higher duty position in respect of a rostered day off.

3. ROSTERING

3.1 The rostered day off for outdoor staff are split between the first Friday or the second Friday of the pay fortnight except for a number of staff in areas such as Water, Sewerage and Waste where the days off shall be rostered so that sufficient staff are on duty at all times.

- 3.2** The Directors, Managers and Coordinators are responsible for rostering indoor staff so that there are sufficient staff on duty at all times.
- 3.3** Rostered days off can only be worked with the prior approval of the Manager, Director or General Manager.
- 3.4** Where an employee works a rostered day off the supervisor and the employee are responsible for scheduling the accrued day to be taken prior to the next rostered day falling due, wherever possible.
- 3.4** Rostered days off may only be permanently rescheduled by mutual agreement between the employee and their Manager / Director. In every case final approval rests with management.

4. PROVISION OF LEAVE

- 4.1** Under this policy the rostered day off shall be credited as an unpaid non-working day for all purposes.
- 4.2** Where an employee becomes ill on their rostered day off it would be treated the same as becoming ill on a weekend (Saturday or Sunday) for staff employed from Monday to Friday.
- 4.3** For the purpose of taking a single day's leave: outdoor staff employed on a 38 hour week will work 8.5 hours per day except for the Friday of work which is an 8 hour day and indoor staff employed on a 35 hour week will work 7.75 hours per day except for the day of their RDO which is an 8 hour day.
- 4.4** Workers compensation shall be treated in the same manner as the other forms of approved leave.
- 4.5** A rostered day off falling due on a public holiday will generally be transferred to the next working day.
- 4.6** Where a rostered day off falls within a period of leave this rostered day off is deemed to be taken. (Note Clause 4.1).

5. EMERGENCY SITUATIONS

Where an employee is required to work on their rostered day off due to an emergency or crisis situation, another day off will be granted or overtime paid by mutual agreement.

REQUIREMENTS FOR WORKING 9 DAY FORTNIGHT

All salary staff who works a 9 day fortnight must work 70 hours a fortnight to accrue their normal hours for an RDO, annual leave hours, sick leave, long service leave.

Three examples of required hours to be worked are as follows:-

EXAMPLE 1

Week 1 –	Friday	RDO	RDO
	Monday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
	Tuesday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
	Wednesday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
	Thursday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
Week 2 -	Friday	8.00am – 4.45pm (45mins lunch break)	8.00hrs
	Monday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
	Tuesday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
	Wednesday	8.00am – 4.30pm (45mins lunch break)	7.75hrs
	Thursday	8.00am – 4.30pm (45mins lunch break)	7.75hrs

EXAMPLE 2

Week 1 –	Friday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
	Monday	RDO	RDO
	Tuesday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
	Wednesday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
	Thursday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
Week 2 -	Friday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
	Monday	8.30am – 5.15pm (45mins lunch break)	8.00hrs
	Tuesday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
	Wednesday	8.30am – 5.00pm (45mins lunch break)	7.75hrs
	Thursday	8.30am – 5.00pm (45mins lunch break)	7.75hrs

EXAMPLE 3

Week 1 –	Friday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
	Monday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
	Tuesday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
	Wednesday	RDO	RDO
	Thursday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
Week 2 -	Friday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
	Monday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
	Tuesday	9.00am – 5.30pm (45mins lunch break)	7.75hrs
	Wednesday	9.00am – 5.45pm (45mins lunch break)	8.00hrs
	Thursday	9.00am – 5.30pm (45mins lunch break)	7.75hrs

Examples of required hours to be worked are as follows for outdoor staffs that are on a 76 hour fortnight:-

EXAMPLE 1

Week 1 –	Friday	7.30 am – 4.00pm (30mins lunch break)	8.00hrs
	Monday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
	Tuesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
	Wednesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
	Thursday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
Week 2 -	Friday	RDO	RDO
	Monday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
	Tuesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
	Wednesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs
	Thursday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs

EXAMPLE 2

Week 1 –	Friday	RDO	RDO	RDO
	Monday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
	Tuesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
	Wednesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
	Thursday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
Week 2 -	Friday	7.30 am – 4.00pm (30mins lunch break)	8.00hrs	
	Monday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
	Tuesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
	Wednesday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	
	Thursday	7.30 am – 4.30pm (30mins lunch break)	8.50hrs	

6. RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:-

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2014;
- Local Government (General) Regulations 2005;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;

- Public Interest Disclosures Policy;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

7. VARIATION

Council reserves the right to vary or revoke this policy.