

POLICY

TITLE:	Discipline Policy		
DIRECTORATE:	Office of the CEO		
ADOPTED BY:	Council Resolution:		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	136		
LEGISLATIVE REF:	<i>Local Government Act 2019; Section 173</i>		

1. INTRODUCTION

1.1. Purpose

Employees of Barkly Regional Council (BRC) are expected to achieve and sustain an acceptable standard of work performance and conduct. If an employee's work performance or conduct fails to meet the required standards, BRC may instigate disciplinary action as outlined in this Policy and the *Discipline Procedure*.

1.2. Scope

This Policy applies to all employees except for senior employees on performance contracts which contain alternate provisions for performance management.

1.3. Policy Objectives

- 1) The principles of natural justice and procedural fairness will apply to disciplinary processes.
- 2) Supervisors and Managers are responsible for communicating and monitoring the required performance and conduct standards in the workplace.
- 3) Where appropriate, discipline will be applied until the expected level of performance or conduct is reached and sustained.
- 4) Employees (except those being dismissed/summarily dismissed) will be given a reasonable opportunity to improve their performance.
- 5) All parties to a disciplinary process must maintain confidentiality of the process.
- 6) Any disciplinary warning will remain active for a period of 12 months.

1.4. Definitions

See *Discipline Procedure* for definitions.

1.5. Responsibilities

Delegated Supervisors and Managers are responsible for managing discipline in accordance with this Policy and its associated procedures.

The Manager (HR) Human Resources is responsible for the oversight of this Policy.

The Manager (HR) Human Resources is responsible for the implementation of this Policy.

2. POLICY STATEMENT

2.1 Policy

- 1) Directors, Human Resources, CEO and CFO are delegated to carry out disciplinary action in accordance with this policy, the *Discipline Procedure*, and in consultation with Human Resources as required.
- 2) Managers and/or HR are responsible for ensuring that as far as is possible, that evidential fact finding occurs prior to entering into a disciplinary process.
- 3) All relevant notifications and steps outlined in the *Discipline Procedure* must be followed.
- 4) The Chief Executive Officer (CEO) must be satisfied that the employee has engaged in the alleged area of concern before disciplinary action can be taken with an employee.
- 5) Where termination of employment is to occur as a result of a disciplinary process or serious relevant breach to policies, procedures, enterprise agreement or the employment contract, a *Show Cause Notice* will be issued to the employee, providing them with a formal right of reply.
- 6) Records of disciplinary action and supporting documentation must be kept on the employee's personnel file and in accordance with the Records Disposal Schedule.

3. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Discipline Procedure
- 2) Council's Organisational Values
- 3) Codes of Conduct (Employees and CEO)
- 4) Employment Contract
- 5) Grievance Policy
- 6) All relevant Council Policies
- 7) Enterprise Agreement

4. IMPLEMENTATION AND REVIEW

4.1. Implementation

All employees will be made aware of this Policy. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

4.2. Review

This Policy will be reviewed on or before 29 November 2026.

5. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

6. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END