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Section 1.
Welcome to the Central Desert Regional Council

This section introduces new workers to the Central Desert Regional Council and to Children’s Services.

The aim is to make sure that everyone understands:

- What the Council does
- What Children’s Services do
- Knows where their job fits in the Council
Welcome to the Central Desert Regional Council

Welcome to the Central Desert Regional Council. We are happy that you have joined us as part of Children’s Services. Looking after children, in your community, is a very important job.

This book will tell you a little about the Council, the Children’s Services and will also help you know what to do as an Early Childhood Educator.

Induction

It is important you know and understand the policies and rules of the Council and Children’s Services.

We want to make sure that you understand:

- What the Council does
- What Children’s Services do
- What is expected of you at work
- How to work safely and the right way

This book is to help Early Childhood Educators know what they have to do and how to do it.

After you have gone through this book with your supervisor, you need to sign the form at the back. This means that you are saying you understand the role of an Early Childhood Educator and agree to follow the policies and rules.
The Vision, Mission and Values of the Central Desert Regional Council

Our Vision

**Two Ways – One Outcome**
Indigenous and non-Indigenous people working together

Eastern Arrernte :: Atherrele ularreke – ularre anerremele mpwaretyeke.
Anmatjere :: Atherr ankwerk - anyent arrarteme
Warlpiri :: Yapa manu kardia jintangka nyinawyjaku

Our Mission

To work together in one spirit, guided by strong leadership and good management to provide high quality services across the Central Desert Regional Council

Eastern Arrernte :: Apurte – irreyeye utnenge anynte arnte-arnte aremele iverre arratentyele imperne anthurre ampere ahelhe anteke nhenhe arnte alkentye Regional Council nhenhe areyenge

Anmatjere :: Inkerek le kwerrenhe le nwerne mpwaretyeke. Tyerreyte purte le pmwaretyeke arnte arnte aremele anthemele rkarlhe services Central Desert Regional Council

Warlpiri :: Jukurrpala kirda manu kurdungurlu Warrijarrinyjaku jungu ngurragka

Our Core Values

RESPECT for each other, culture, language, community and environment

STRONG AND GOOD LEADERSHIP applied courageously and uniformly across the organisation, constantly seeking organisational improvement

TEAMWORK all working together towards accomplishing common goals

ACCOUNTABILITY all taking personal responsibility for decisions and actions to achieve agreed outcomes and standards

INTEGRITY taking responsibility for honesty, trust and openness in all our actions
People you may need to know

Adrian Dixon—Council President
Anmatjere Ward
PMB Box 137
ALICE SPRINGS NT 0872
P 8956 8455 (Laramba) P 8958 9507 (Alice Springs)
F 8956 8341
adrian.dixon@centraldesert.nt.gov.au

Norbert Patrick—Vice President
Northern Tanami Ward
CMB Lajamanu
KATHERINE NT 0852
P 8977-1084
F 8975-1038
norbert.patrick@centraldesert.nt.gov.au

Cathryn Hutton—Chief Executive Officer
Ph: (08) 8958 9530
cathryn.hutton@centraldesert.nt.gov.au

John Gaynor—Director of Community Services
Ph: (08) 8958 9527
john.gaynor@centraldesert.nt.gov.au

Kate Proctor—Children’s Services Manager
Ph: (08) 89589542
Mob: 0407 721 684
kate.proctor@centraldesert.gov.au
About the Central Desert Regional Council

The Central Desert Regional Council offers a number of services in 9 communities and their related outstations, including:

- Atitjere
- Nyirripi
- Engawala
- Willowra
- Lajamanu
- Yuelamu
- Laramba
- Yuendumu
- Ti Tree including Pmara Junta, Alyuen

Map of communities run by the Council
How Local Government Works

The Central Desert Regional Council is a local government that delivers a range of on-the-ground services to people living in communities.

Most of the money we get to do this comes from the Northern Territory and Australian Governments.
Services run by the Central Desert Regional Council

- Children’s Services
- Aged Care
- Night Patrol
- Mediation
- Council Office
- Council Works
- RJCP
- Centrelink and Agencies for the Post Office
- Outstations

Children’s Services Induction Pack May 2015
The Central Desert Regional Council
Organisational Structure

This is how the Council is organised/structured

Community

Local Authority

The Council

Chief Executive Officer

Director

Works

Director

Finance

Director

Community Services

- Atitjere
- Engawala
- Lajamanu
- Laramba
- Nyirripi
- Ti Tree
- Yuelamu
- Yuendumu
- Willowra

- Human Resources
- Governance
- Finance
- Community Services
- Aged Care
- Night Patrol
- Youth, Sport and Recreation
- RJCP Program
- School Nutrition
- Mediation
- Library and Cultural Heritage

Council Staff are the ones who deliver the services to the communities
Most of them are people from the communities
How the Council operates

Local Authority

The Local Authority is a group of people from the community that are appointed by the Council. They represent the needs of the community to the Council. They make sure the community has a strong voice.

Council

12 people are elected (chosen) every four years by all community members, to form the Council. They represent each ward (area) governed by the Council. They are responsible for all policies and decisions.

Anmatjere Ward (Yuelamu, Laramba, Engawala and Ti Tree)
Adrian Dixon—President
James Glenn
Benedy Bird
Marlene Tilmouth

Akityarra Ward (Atitjere)
Louis Schaber
Liz Bird

Northern Tanami Ward (Lajamanu)
Norbert Patrick—Vice President
Willie Johnson

Southern Tanami Ward (Nyirripi and Yuendumu)
Jacob Spencer
Georgina Wilson
Robert Robertson
April Martin
Section 2.

Children’s Services

This section outlines the role of Children’s Services.

The aim is to make sure that everyone understands:

- How important Children’s Services are in the community
- The different types of services and programs offered at different communities
- The role and responsibilities of everyone in Children’s Services
About Children’s Services

Children’s Services is committed to providing high quality care for children and their families. We offer a number of early childhood educational services in communities across the Council.

Our aim is to provide a two-way education. The commitment is to maintain strong language and strong culture. We encourage community and family involvement. Elders are an important part of our early childhood education.

- The Child care and Creche services offer fun and educational programs for children aged 0-5 (school age). Parents have the option of staying with their children OR leaving them in the care of the staff. This second option is good for parents who work. There are: Child Care services in Yuendumu and Laramba and Creche services in Atitjere, Nyirripi and Yuelamu.

- Playgroups are driven by local residents and offer a fun place for children to play. They are mobile (move around) so that each family in the community get a turn. The aim is to engage young parents and increase sustainable support networks for them within the community and with external support agencies, e.g. remote health team. There is currently a play group in Yuendumu and there will soon to be one in Ti Tree.

- The School Nutrition Program is also run by local staff and offers a healthy breakfast and lunch to children who turn up to school.

It is important that we train local people so that each service is right for each community.
The Money Story

The CDRC is committed to making sure that children and their families have access to affordable early childhood services.

These are funded by both grants from the government and fees paid by the parents.

Local parents and guardians (families) are expected to contribute weekly towards the operating costs of the services.

Family contributions help with the cost of local staff wages, food and play materials. They also help with paying for bush trips and other a cultural program.
Benefits of Early Childhood Education

There are great benefits to children attending early childhood education. Our children learn and develop through structured play.

There are long lasting benefits in their development, including behaviour, social abilities and brain development.

Learning culture and language at an early age lets children grow up culturally strong.

Early childhood education can also help parents in their parenting skills.

* ROLE MODEL *

As an Early Childhood Educator you are an important role model in your community.

Not only do you help educate your children, but by turning up to work everyday you are also seen as a role model. It is important that children see their parents and other family members work everyday, as this will make them want to follow in their foot-steps when they grow up.

Children’s Services Induction Pack May 2015
Services and types of programs

Atitjere

Atitjere is a small remote community located in Harts Range which is off the Plenty Highway, approximately 250km north-east of Alice Springs. It sits very close to the beautiful blue ranges. The population is around 200 people with the main language is Eastern Arrernte.

The new Atitjere crèche building opened on the 7th May 2015. Up to 18 little kids (0-5 years old) are coming regularly and are cared for by four qualified local staff, five days a week. The crèche prepares morning tea and lunch for the kids, as well as providing many fun inside and outside activities for them.

Laramba

Laramba Community has a child-care centre which was built in 2005. The child care service takes children 0 - 5 years of age. Preschool is also run from the child-care building. This is for the 3.5 - 5 year olds.

There are three qualified Indigenous Early Childhood Educators and a non-Indigenous Coordinator who run the child care service and an Indigenous Preschool teacher for the preschool. Laramba child care works with the wider community especially the local school, the aged care service and the local clinic.

Laramba Community is 203km north-west of Alice Springs within Napperby Station. The main language group is Anmatjere and about 300 people live on the community.
Services and types of programs

Yuelamu

Yuelamu is located 290km northwest of Alice Springs and is a small community with a population of around 280 people. The culture is prominently Anmatyerr but Yuelamu is also home for some Warlpiri families.

The brand new childcare building has been running since February 2015 and our opening hours are between 8.30am and 12.30pm, catering for children aged up to 4 years. The centre has seen some strong family engagement with families visiting and often staying with their children at the centre throughout the day. Breakfast, morning tea and lunch is provided for children. Our qualified local Educators provide a range of fun and educational activities to meet the learning needs and preferences for all of our children.

Nyirripi

Nyirripi crèche has been open in the new building since March 2015. It has lots of new equipment which the staff and children are enjoying.

The crèche is open Monday to Thursday mornings from 8.30 to 12.30. Morning tea and lunch are provided. All children under school age are welcome to attend the crèche.

Three crèche staff have signed up with Batchelor to do the Certificate 3 in Children’s Services. A lecturer travels here from Alice Springs to support them. The Children’s Services Area Coordinator, travels from Yuendumu each week to support the Educators working at the crèche.
Services and types of programs

Yuendumu

Kurdu-Kurdu-Kurlandu or Yuendumu Childcare is a long day care service that runs at the Child and Family Centre from 8am-3:00pm, four days a week. The building has been operating since January 2015, so we have a lot of new resources for providing children more space for fun and educational play. We run activities like play dough, painting, games and pasting. We provide breakfast, morning tea, lunch and afternoon tea everyday, all which follow a nutritional meal plan. All our educators have, or are working towards, either the Certificate 3 or Diploma in Children services.

At Kurdu-Kurdu-Kurlandu we are also building strong relationships with other stakeholders such as Families as First Teachers (FAFT), Dept. of Children Families and the Health Clinic to work together to build a stronger early childhood in Yuendumu.

Mobile Playgroup Yuendumu

In Yuendumu we have a mobile Play Group that starts in July 2015. It operates around the community, for two to three hours. The purpose for setting up in different camps is to engage families that are otherwise not engaged in Childcare or FAFT at the CFC building. It is a good way to engage families who may not know about the different programs on offer. Mobile play group is also for the families who just want to stay near their house but have things for their children to engage with. Each day there will be activities running and some fruit provide for children and parents who attend.
Roles and Responsibilities

**Director**
- Takes direction from the Council
- Finds the money to run the services
- **Works closely with the Manager**

**Manager**
- Responsible for the smooth running of all programs
- Makes sure that the team follows all funding and legal requirements, including WHS
- Makes sure the money goes to the right places
- **Works closely with the Area Coordinator**

**Area Coordinator**
- Supports all the services in their area (see org. chart)
- Work with the Coordinators to deliver quality care for children and their families
- Work with the manager through any problems
- **Works closely with the Coordinators**

**Coordinator**
- Run each centre, make sure it’s open every day
- Supervise and train staff, dealing with staff problems
- Maintain accurate reports and timesheets
- **Mentors Assistant Coordinator and other staff**

**Assistant Coordinator**
- **This is a training position for the Coordinator role**
- Helps run the service with the Mentor
- Helps supervise and train staff
- Helps with the reports and time sheets

**Team Leader**
- Lead the team of Early Childhood Educators by working hard.
- Demonstrate the correct behaviours and actions
- Show the Early Childhood Educators what to do.

**Early Childhood Educator**
- Give the children fun and educational things to do
- Supervise the children at all times
- Keep the centre and play equipment clean and safe for the children

**Staff in Alice Springs**
- Helps with the finances and human resources
# Children’s Services Contacts

<table>
<thead>
<tr>
<th>Community</th>
<th>Service</th>
<th>Location</th>
<th>Contacts</th>
</tr>
</thead>
</table>
| Atitjere    | Crèche                         | Child care       | Phone: 8956 9385  
Email: Creche.Atitjere@centraldesert.nt.gov.au         |
| Engawala    | School nutrition                | Community Kitchen | Public Phone - 8956 9025                                |
| Laramba     | Long Day Care                   | Child Care Centre | Phone: 8964 7143  
Email: Childcare.Laramba@centraldesert.nt.gov.au       |
|             | Mobile Pre-School               | Child care       | Childcare– 8964 7143                                    |
|             | School nutrition                | School kitchen   | Childcare– 8964 7143                                    |
| Lajamanu    | NIL                            | Childcare run by life without Barriers                    |
| Nyirripi    | Crèche                         | Crèche building  | Phone: 8956 8829  
Email: Creche.Nyirripi@centraldesert.nt.gov.au         |
|             | School nutrition                | Age Care         | Age Care/ SNP— Fax/Ph-8956 4856                         |
| Ti-Tree     | School nutrition                | Wilora Aged Care | Age Care /School nutrition (Ti Tree)— 8956 9564        |
| Willowra    | School nutrition                | School Kitchen   | School—8956 8408                                        |
|             | Playgroup                       | Run by BIITE     |                                                        |
| Yuelamu     | Crèche                         | Crèche building  | Phone: 8964 6014  
Email: Creche.Yuelamu@centraldesert.nt.gov.au         |
|             | SNP—Lunch                       | Age Care         | Age Care/SNP— 8956 8338                                  |
|             | SNP—Breaky                      | School           | School— 8956 8860                                       |
| Yuendumu    | Long Day Care                   | Chid Care        | Phone: 8956 4015  
Yuen. Childcare mobile: 0427200119  
Email: Childcare.Yuendumu@centraldesert.gov.au      |
|             | Playgroup                       | Mobile Playgroup | Contact through Childcare                              |

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Children’s Services Induction Pack May 2015
Section 3.

Staff Rules

This section is to show people how to behave at work.

The aim is to make sure that everyone:

- Works well together
- Is happy at work
- Understands how to behave at work
- Is safe at work, including the children
Everyone’s rights and responsibilities

All workers have rights and responsibilities when working at the Council

Rights
- To get paid for the work you are asked to do
- To work in a safe environment
- To have the right equipment to do your job
- To be treated fairly and with respect
- To participate in training when it is offered and necessary for your job

Responsibilities
- To work hard
- To do tasks that your supervisor asks you to do, as long as it is fair and relevant to your job
- To treat everyone with respect
- To make sure the children are always supervised
- To work safely and follow the workplace rules
- Do any training your supervisor asks you to do
Enterprise Bargaining Agreement

Conditions of work

All the conditions of work are written in the Enterprise Bargaining Agreement which is sometimes shortened to EBA.

The EBA is a legal agreement between the Council and workers. It sets out the rules for fair wages and working conditions.

The Council must follow these rules and make sure that everyone is paid fairly for all the hours they work and that the workplace is safe to work in.

Each service has a copy of the EBA. Talk to your supervisor if you would like to have a look at the EBA and ask them if you have any problems with understanding it.
Proper behaviour for staff at work  
(Code of conduct)

How should Early Childhood Educators behave at work?

✔ Be honest
✔ Treat everyone fairly
✔ Work hard
✔ Follow directions given by your supervisor or coordinator
✔ Respect Council property
✔ Only use Council property while at work
✔ Always be careful and safe at work. Follow the health and safety policies
✔ Go to training when asked by your supervisor
✔ Listen with respect at meetings
✔ Work with and support your team
✔ Maintain confidentiality with things that happen at the centre

✔ Be on time
  ♦ If you are going to be late, or can’t come in, let your supervisor know

✔ Stay at work
  ♦ For the time you are supposed to be at work

Remember: If you need to leave work to do personal business, like visit the clinic, make personal calls or go to the shop, you need to get permission from your supervisor and you won’t be paid for that time

Please refer to the CDRC ‘Code of Conduct’ policy
Proper behaviour for staff at work
(Code of conduct)

Misconduct (doing the WRONG thing)

These are some of the things that will get you into trouble:

X Stealing from work
X Damaging something that belongs to the Council
X Fighting at work
X Being drunk or taking drugs at work
X Turning up grog sick
X Not following the proper health and safety rules
X Using things from children’s services without permission
X Being cheeky or talking rough to other workers, the children or their families
X Treating someone differently because of their race, religion or gender
X Talking rough around town about children’s services
X Changing or making up lies in any of the children’s services records

Remember: If you keep doing the wrong thing you might be given a warning letter, lose your job or straight away.

Please refer to the CDRC ‘Code of Conduct’ policy.
Professionalism at work

People who work in Children’s Services are a representative of the Council. This means that they have to look clean and tidy.

We want everyone to look professional!

Personal Standards

✓ Wear clean clothes and shoes to protect your feet
✓ Have a shower each day and start work fresh—Please talk to your supervisor if this is a problem
✓ Wear a clean uniform each day
✓ Wash your hands on arrival, before working with food and after changing nappies
✓ Be on time as this looks professional
✓ Treat everyone with respect
✓ Support your team

✗ Don’t drink alcohol or take drugs at work
✗ Don’t come to work grog sick
✗ Don’t smoke at work. Smoking is not allowed anywhere on the childcare property (i.e. within the fence)
✗ Don’t use your personal phones at work

Remember: Looking after children is a very important job. We want you to be professional and have pride in your work.

Children’s Services Induction Pack May 2015
Bullying and Harassment

It is very important that the workplace is safe for everyone and that there is no bullying, harassment, threats, violence or humbug.

What is Bullying?
Bullying is repeated and unreasonable behaviour. It is making a person feel uncomfortable or shame at work. Bullying can be:

- Intimidation (bossy)
- Aggression
- Ignoring or excluding
- Gossiping (talking bad about people)
- Verbal or physical abuse, like shouting or throwing things

What is Aggressive behaviour?

- Swearing and saying bad things
- Hitting someone or threatening to hit someone
- Shouting, spitting or throwing things

What is Humbug?

- Humbug is asking for smokes, food, money etc. This is not allowed at work

What is discrimination?
Discrimination is treating someone badly because they are different.

- Race, gender, sexuality, age, religion, disability, pregnancy, criminal record or family

What to do?
If you are being bullied, or someone is making you feel comfortable, PLEASE tell someone. This maybe your Supervisor or the Children’s Services Manager. Please go to page 44 for further in-

Please refer to the CDRC ‘Workplace Violence, Bullying and Harassment’ policy
Workplace Health and Safety

The workplace health and safety laws are about keeping everyone safe at work.

Duty of Care

- A ‘duty of care’ means that EVERYONE has to ‘do the right thing’ when it comes to health and safety in the workplace.

Council’s (employer) Responsibility

- Make sure the workplace is safe for the staff, children and visitors
- Provide proper safety equipment
- Provide instructions

Management and Supervisors Responsibilities

- Required to implement the council’s safety program
- To make sure the workers are appropriately supervised and trained

Workers Responsibilities

- Look after their own safety and that of others
- Follow the WHS policies and procedures
- Wear Safety equipment
- Follow directions
- Report any safety hazards to your supervisor

Please refer to the CDRC ‘WHS’ policy
Workplace Health and Safety

Smoking Policy

- Smoking is harmful to children, so it is not allowed anywhere on the childcare property (i.e. within the fence)

Staff accidents or incidents

- Tell your supervisor straight away when an accident happens
- All accidents and incidents must be reported to the WHS coordinator and Children’s Services Manager in Alice Springs

Toolbox talks

- Every fortnight your coordinator will talk to you about an area of safety
- Toolbox talks are a chance to remind the team of how important safety is in the workplace

Please refer to the CDRC ‘WHS’ policy
Incident Report Form

This form is to be completed and submitted to YOUR SUPERVISOR within 24 hours of the incident occurring. A copy of this form is to be faxed to HR within 24 hours of incident occurring. For serious injury HR and/or the Training & Safety Coordinator must be notified immediately regardless of the time.

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Incident/Injury</th>
<th>Property Damage</th>
<th>Injury Location</th>
<th>Incident Date and Time</th>
<th>Incident Description</th>
</tr>
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<tbody>
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</tbody>
</table>

Date of Incident: ____________

Date of Birth: ____________

Incident Location: ____________

Incident Time: ____________

Contributing Factors:

- Lack of training
- Poor design
- Incorrect equipment
- Inadequate lighting
- Inadequate supervision
- Inadequate instruction
- Inadequate planning
- Inadequate management
- Inadequate training
- Inadequate supervision

Witnesses to incident:

[Figures of skeletons with various injuries]

Recommended action to prevent recurrence:

- Review job instructions
- Review engineering controls
- Review maintenance procedures
- Review safety procedures
- Review safety procedures
- Review safety procedures
- Review safety procedures
- Review safety procedures
- Review safety procedures
- Review safety procedures

Employee involved in incident:

[Signature]

Date: ____________

Employed as: ____________

Contact Phone Number: ____________

Section you work in: ____________

Place of work: ____________

Name of person involved in incident: ____________

Has this incident required police involvement? YES / NO

Hospital/Clinic treatment required? YES / NO

Person involved (please list): ____________

Client (please list): ____________

Employee (please list): ____________

Visitor (please list): ____________

Other (please list): ____________

Date and Time Supervisor/Manager informed: ____________ AM/PM

First Aid Treatment Report – detail any treatment or any doctor/clinic or hospital referrals:

[Blank space]

Describe what happened:

Attach a report if needed. List witnesses, their contact details and ensure they sign. Name the person filling out the report if different to the name of person involved in incident.

[Blank space]

[Signature]

Date: ____________

Position: ____________

Signature: ____________
The Importance of Cleaning

Cleaning

It is important that you keep the workplace clean, as this stops the spread of disease and infection. We must keep the children and ourselves safe by keeping the workplace clean.

An infection or disease can be passed from one person to another. You can catch it by touching an infected person or from touching something that an infected person has touched.

Hand washing

Washing your hands is the best way to stop germs and illness from spreading.

You should wash your hands:

- Before you start work
- After changing a nappy
- After cleaning up vomit (spew), faeces (poo) or urine (wee)
- After holding a child who is sick
- After cleaning a child’s dirty nose
- After using the toilet
- After touching animals
- Before eating
- Before preparing and serving food
- After handling rubbish
General cleaning

- Always use disposable gloves when cleaning the toilets and bathrooms
- Always rinse out mops and cloths after using them
- Always use the correct cleaning chemicals and use them the right way
- Always use the right cleaning equipment
- Always return cleaning equipment to its correct storage location
- Keep cleaning chemicals out of reach of children. Put them away in a locked cupboard

Personal Protective Equipment (PPE)

Personal protective equipment are things like disposable gloves and hair nets. They are used to protect everyone from things like germs, poisons and other things that could hurt them.

You have to wear disposable gloves when:
- Changing nappies
- Cooking and serving food
- Cleaning bathrooms and toilets
Rubbish handling and disposal

All rubbish has the potential to cause sickness.

You should:

- Use paper towels to clean all body fluids, like vomit, faeces and urine. Then use the spray disinfectant and wipe with paper towels again
- Wrap up all used nappies in a plastic bag and put them in the nappy bin

Please refer to the Early Childhood policy about ‘cleaning and handling rubbish’

Being sick at work

If you are sick you shouldn’t come to work. If you do, you might pass on the illness to the children and other workers

You might want to get the flu injection each year. This is offered free at the community clinic at the beginning of winter.

Staff who catch the flu or other infections that can be passed on to other people should:

- Stay away from work while you are sick
- Stay away from the children while you are sick
- Tell your supervisor
- Go to the clinic and ask them how long should you stay away from work
- Get a medical certificate from the clinic
- Keep any medications out of reach from children, including items like Panadol.

Please refer to the Early Childhood policy about ‘being sick’
Vehicles

We must make sure that all the cars are used in a safe manner. Staff travelling in remote conditions have the proper equipment and safety plans.

Drivers License

If you drive a Children’s Services car, you must have a current drivers license and/or bus license (if needed)

- Children’s Services must have a copy of your license on file
- You have to tell your supervisor if you lose your license or are told by the police you can’t drive

Things to know when using the Council cars

✔ You must follow the road rules

Remember: You must pay for any fines you get when driving a Council car

✔ You must make sure that the car is in a road worthy condition before you drive. This is YOUR responsibility!

✔ You must make sure the proper car seats are in the car for the children (see page 41 for an outline of the car seat rules)

✔ Keep the cars neat and tidy

✔ Return the car with the tank full

❌ No smoking in cars

❌ You can’t use the cars for going off road or hunting

❌ You can’t carry guns or dead animals

❌ Don’t drive when you’ve been drinking or on drugs

❌ Don’t overload the car with people

❌ Don’t take pets in the car
Driving Speeds

The Council has its own speed limits that everyone must keep to. Everyone must drive to the road conditions, meaning that they must slow down to suit weather and traffic conditions

- Two lane sealed road—the posted speed limit, but not over 130 km/h
- Single sealed road—100 km/h
- Unsealed roads—90 km/h

Planning for a safe trip

Everyone traveling to remote areas must have a safety plan in place, i.e. bush trip or into Alice Springs

- Vehicle preparation, including oil, coolant and water checks, tyre condition and pressure. This must be done once a week for all cars
- Check for all essential safety equipment in the car (a checklist is in the car for you to follow)
- Always take a first aid kit
- You must travel with a satellite phone and/or spot tracker
- You must take at least 15 litres of water
- Tell your supervisor of your planned route and anticipated departure and arrival times. Fill out a ‘safety record’ form (see the next page) before you travel and have your supervisor sign it
- Take all the contact numbers you need
- Let your supervisor know when you have reached your destination

Bush Trips

Extra care must also be taken when taking the children on a bush trip.

Please refer to the Early Childhood ‘excursion’ policy
# Travel form

To be filled out before you travel anywhere remote

## Central Desert Regional Council

### Safety Record for Staff Travelling Remotely

1. All Central Desert workers including directors and managers must fill out this document and give it to the nominated Primary Contact Person prior to any remote travel from Alice Springs; or into Alice Springs from remote locations. (this includes travelling to and from remote locations, in your own time, either to or from your place of work)

2. All workers travelling remotely must have a satellite phone with them.

3. Any trips longer than three hours travelling; workers must ring in part way through the trip, from agreed call-in points.

### STAFF MEMBER TRAVELLING

<table>
<thead>
<tr>
<th>MOBILE PHONE</th>
<th>SAT PHONE</th>
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### PERSONAL/EMERGENCY CONTACT

e.g. family member, partner, etc

<table>
<thead>
<tr>
<th>MOBILE PHONE</th>
<th>WORK PHONE</th>
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### Primary Contact Person (Work):

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>WORK PHONE</th>
<th>Mobile Phone</th>
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### Alternate Contact(s)

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<tr>
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<th>POSITION</th>
<th>WORK PHONE</th>
<th>Personal Phone</th>
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### Travel Plan

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<th>Date of Travel</th>
<th>Departure Point</th>
<th>Destination</th>
<th>Planned Departure Time</th>
<th>Planned Arrival Time</th>
<th>Destination Contacted Time/Date</th>
<th>Planned Part way call point</th>
<th>Destination Details (if any)</th>
<th>Safe Arrival Time</th>
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### Travel Communication Record

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<th>Location</th>
<th>Estimated Arrival Time</th>
<th>Contact Made</th>
<th>Part way call in (when appropriate)</th>
<th>Comments (i.e. changes, messages)</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>Y/N Time Message</td>
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I understand that if I do not notify the primary contact person (or Alternate Contact person if unable to contact the primary contact) within one hour of the **safe arrival time nominated** then processes will commence to locate me, which may include notification to emergency services if contact is not able to be achieved within a reasonable time.

This form has been provided to the primary contact person I have nominated to contact throughout this trip.

Signature 1

DATE: __________

Signature 2

__________
Rules for Children seats

It is important to follow the rules for having children in children’s seats. The picture below shows all the different types of seats and ages.

Accidents or damage to the vehicle

If you have a minor accident or the vehicle is damaged in any way, tell your supervisor straight away. They will then tell head office to get it repaired.

If you have a serious accident or come across an accident

✔ Stay with the vehicle - never leave even to get help
✔ Contact your supervisor via satellite phone or spot tracker
✔ Make sure the vehicle is safe (where possible) like not blocking the road
✔ Offer help to anyone who may be injured
✔ Get the names and addresses of anyone involved

Please refer to the CDRC ‘Rules for vehicle use’ policy
Section 4.

Staffing

This section is to show people some of the proper human resource procedures.

The aim is to make sure that everyone understands:

- Recruitment (hiring and firing)
- Job try out and performance reviews
- What happens when you do something wrong
- What to do if you have some worries or complaints
- Timesheets and pay information
- Leave entitlements (or taking time out)
Problems at Work (Grievances)

What to do if you have a problem or worry at work

If you have a problem at work, you can tell the Council and we HAVE to make it better.

A problem can be:
- If the Council is not treating you the right way
- You are worried about your work and what you are being asked to do
- The Council hasn’t followed the correct policy
- You are not getting paid right
- We haven’t fixed something that is dangerous in your workplace
- You are having a problem with another worker
- You are having a problem with your supervisor
- You are being bullied or harassed

Remember: If you don’t talk we won’t know anything is wrong.

A Grievance is when another worker or your supervisor makes your job hard. It is NOT about whether you like your job or if you don’t want to do any aspect of your job.

The procedure you should follow:

First: Talk to your supervisor

If the problem is about your Supervisor they cannot help with the problem then talk to the Children’s Services Manager

Second: Talk to the Children’s Service Manager

If the manager does not fix the problem the you can contact someone in the Human Resources department

Third: Talk to someone in Human Resources

Please refer to the CDRC ‘Dispute and Grievance Resolution’ policy
When you don’t follow the rules

There is a warning system that applies to ALL staff

The **warning system** is a way of dealing with workers who **continue** to do the wrong thing

**First warning is Verbal (spoken)**
Your supervisor will speak to you

**Second warning is Verbal (spoken)**
Your supervisor will speak to you again. They can arrange for some help or counselling if you need

**Third warning is Written**
The Children’s Services manager will give you a written warning which you will have to sign you have understood what the warning was for

**Behaviour not fix? This is very serious.**
You will have a formal meeting with your manager. If you get to this stage you may **lose your job**

**Remember:**
- The warning system is their to help you do the right thing
- You only have to go through this warning system if you **continue** to do the wrong thing
- The type and number of warnings given to workers can depend on how severe their behaviour is
- **Some really bad behaviour may mean that you lose your job straight away**
Pay Information

Timesheets and Pay

- All employees are paid fortnightly
- Everyone needs to fill in a fortnightly timesheet and send it to the Alice Springs office by Friday morning. It must be signed by your supervisor.
- If a timesheet is not done you will not be paid until it is done. You may have to wait until the next week or fortnight
- Pay day is on Wednesday or Thursday every fortnight (depending on your bank)
- Your supervisor has copies of your timesheets and can help you fill it in
- The times must be correct. Your supervisors will check it.
- If there is a public holiday, pay day may be different. Your supervisor will let you know

Hours of work

The opening hours for each child care service may slightly differ across the Council, depending on the services offered. Staff may also work different hours depending on the needs of the centre.

Your hours of work will be written into your contract and may depend on whether you are full time, part time or casual (please see over the page for definitions of these terms).
Taking leave or finishing up

Taking leave (or time out)
- We understand that people might need to take time off to attend family or cultural business, or to go on a holiday.
- It is important to tell your supervisor as soon as you know so they can get someone else in to cover your position while you are away.
- If you are part/full time you must fill in a leave form before you take time off. Your supervisor can help you with this.

Job abandonment
- You must give a reason to take time off and this needs to be approved by your supervisor. This is the same for casuals and part/full time workers
- **Job abandonment** means that you don’t go to work for 7 days in a row without telling your supervisor
- Your supervisor or manager will write you a letter asking why you are not at work. If you don’t respond within 5 days and give a good reason why you are not at work, they will think that you have abandoned your job.
- This means that you will no longer have your job!

Leaving your job (resigning)
- If you decide to stop working for Children’s Services, then you are resigning
- It is best to tell your supervisor 2 weeks before you leave, so they can have time to find another worker
- You will need to fill in the resignation form. Your supervisor can help you with this.
Leave entitlements

There are different types of leave. It is important to know what you are entitled to when taking time off.

The term **pro rata** means in proportion of the hours you work. This means that the more hours you work, the more leave you have. This is **accrued** or added up over the year.

**Full time**
- **Definition:** Permanent job, guaranteed hours
- **Hours:** 38 hours a week
- **Annual leave:** 6 weeks (accrued)
- **Sick leave:** 10 days pro (accrued)
- **Cultural leave:** 10 days can be used only when Annual leave is finished (this is not accrued)

**Part time**
- **Definition:** Permanent job, guaranteed hours
- **Hours:** Set number of hours per week, under 38 hours
- **Annual leave:** 6 weeks (accrued)
- **Sick leave:** 10 days (accrued)
- **Cultural leave:** 10 days can be used only when annual leave is finished (this is not accrued)

**Casual**
- **Definition:** No permanent hours, when work is quiet supervisor can tell you not to come in
- **Hours:** No set hours
- **Annual leave:** None *
- **Sick leave:** None *
- **Cultural leave:** None

* To make up leave entitlements, a casual is paid at a higher rate than a full time or part time
  * For example, if a full timer is on $20 per hour then a casual is on $25 per hour
CENTRAL DESERT REGIONAL COUNCIL
LEAVE REQUISITION FORM

Name: ______________________________________________________

Position: __________________________________________________

Date of Request: ____________________________________________

Community/Location: _________________________________________

Leave Requested (please tick)
- Annual Leave
- Bereavement Leave
- Long Service Leave
- Rostered day off
- Sick Leave (please attach medical certificato
- Study Leave
- TOIL (Time Off in Lieu)
- Cultural Leave
- Other Leave (Specify)

Entitlement to be Paid in Advance: ☐ Yes ☐ No

Leave Start Date: ___________________________________________

Leave End Date: ____________________________________________

Total Amount: ________ DAYS ________ HOURS

Relief Required ☐ Yes ☐ No

Name of Relief: _____________________________________________

Employee Signature: _______________________________________

Supervisor Signature: ___________________________ Date: ________

Receipt date – Payroll Central Desert Regional Council

-----------------------------------------------------------------

(This section is to be provided to employee as confirmation of leave approval)

Dear _______________________

Please note that your leave from ____________ to ______________ has been approved.

Payroll
Children’s services are not open on public holidays

<table>
<thead>
<tr>
<th>Month</th>
<th>Date and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>New Years Day, 1st January *</td>
</tr>
<tr>
<td></td>
<td>Australia Day, 26th January *</td>
</tr>
<tr>
<td>March or April</td>
<td>Easter—Good Friday to Easter Monday (Dates change every year)</td>
</tr>
<tr>
<td>April</td>
<td>Anzac Day, 25th April *</td>
</tr>
<tr>
<td>May</td>
<td>May Day, first Monday in May</td>
</tr>
<tr>
<td>June</td>
<td>Queen’s Birthday, second Monday in June</td>
</tr>
<tr>
<td>July</td>
<td>Alice Springs Show Day, first Friday in July</td>
</tr>
<tr>
<td>August</td>
<td>Picnic Day, first Monday in August</td>
</tr>
<tr>
<td>December</td>
<td>Christmas Day, 25th December *</td>
</tr>
<tr>
<td></td>
<td>Boxing Day, 26th December *</td>
</tr>
</tbody>
</table>

* If these days fall on a Saturday or Sunday then the holiday is on the following Monday.
Performance Management

Everyone who works for the Council gets a chance to try-out their new job

Probation

- All new workers go through probation. This is a period where you can try-out the new job to see if you like working at child care and your supervisor can see if you are a good worker
- You will get a probation review at three months and six months
- This means that at the end of three and six months your supervisor will talk with you to see how you are doing. This is a chance for you to tell them if you like working at child care/crèche.

Performance Review

- Every year your supervisor will give you a performance review. This means that they will tell you how you are going with your work. They will tell you in what areas you are strong or weak. This is agreed upon by both you and your supervisor and the results are kept in your file.
- This is also a good chance to tell your supervisor if you have any problems at work and if you think you need extra training.
- If you don't agree with what your supervisors says about your performance, you can contact Human Resources and talk to them about your concerns
- This performance review is about helping you develop as a worker

Please refer to the CDRC ‘Performance Management and Development Policy’ policy
## Travel Distances and Travel Times

<table>
<thead>
<tr>
<th>Location</th>
<th>Alice Springs</th>
<th>Atitjere</th>
<th>Engawala</th>
<th>Lajamanu</th>
<th>Laramba</th>
<th>Nyirripi</th>
<th>Ti-Tree</th>
<th>Willowra</th>
<th>Yuelamu</th>
<th>Yuendu-mu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Springs</td>
<td>km's</td>
<td>215</td>
<td>155</td>
<td>1319</td>
<td>210</td>
<td>470</td>
<td>200</td>
<td>350</td>
<td>290</td>
<td>300</td>
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<td>hrs</td>
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<td>12</td>
<td>2 1/2</td>
<td>5 1/2</td>
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<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Atitjere</td>
<td>km's</td>
<td>215</td>
<td>75</td>
<td>1450</td>
<td>285</td>
<td>625</td>
<td>272</td>
<td>416</td>
<td>455</td>
<td>465</td>
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<td>1390</td>
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