

VKS-737 & HF-Tel

Divisions of the Australian National 4WD Radio Network Inc.



Established 1993

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POLICY STATEMENT

Employment Conditions Policy

Introduction:

The VKS-737 & HF-Tel Radio Network's Policy on the Conditions of Employment outlines the obligations of:

The Australian National 4WD Radio Network Inc., the VKS-737 Radio Network and the HF-Tel Radio Network to its employees.

Employees to the Australian National 4WD Radio Network Inc., the VKS-737 Radio Network and the HF-Tel Radio Network.

This policy is based on:

The **National Privacy Principles** in the **Privacy Amendment (Private Sector) Act 2000** (Act No. 155 of 2000),

The **Privacy Act 1998** (Act No. 119 of 1998)

The **Occupational Health, Safety and Welfare Act 1986**

and is to be read in association with VKS-737 & HF-Tel Radio Network

Policy 02 – Privacy Code of Practice,

Policy 04 – Computer, e-mail & Internet Policy

Policy 06 – Occupational Health and Safety Policy

Policy 08 – Base Station Operation Policy

Policy 10 – Risk Management Policy

Policy 11 – Standard Operating Procedures Policy

Policy 13 – Confidentiality of Information Policy.

Definitions:

“**Administration Manager**” means the Administration Manager employed by the VKS-737 Radio Network.

“**Australian National 4WD Radio Network Inc.**” means the Australian National 4WD Radio Network Inc. a Prescribed Association registered in accordance with the Associations Incorporations Act (SA) 1985 with the Office of Business and Consumer Affairs in the State of South Australia, and a Public Benevolent Institution and Charity registered with the Australian Taxation Office.

“**Authority**” means any agency, body, authority, police force or service, of the Commonwealth, a State or Territory which (among other things) is responsible for administering or performing a function under a law that:

Administers the use of Radiocommunication services within the Commonwealth of Australia.

Administers the use of Telecommunications services within the Commonwealth of Australia.

Provides emergency assistance to individuals or organisations.

Administers the coordinating of emergency service assistance to individuals or organisations.

Administers the conducting of criminal investigations or inquiries, or the protection of the public revenue.

Administers the collection of taxation within the Commonwealth of Australia.

Administers regulations relating to the operation of businesses, companies and associations either within the Commonwealth of Australia or within individual States of Australia or Territories.

“**Chairman**” means the Chairman of the Australian National 4WD Radio Network Inc.

“**Clerical Assistant**” means the Clerical Assistant(s) employed by the VKS-737 Radio Network.

“**Committee Member**” means a Committee Member of the Australian National 4WD Radio Network Inc.

“**confidential details**” means all details relating to subscriber except those published in the public domain or “confidential” details relating to any other person, contract employee or organisation having involvement with the Network.

“**contract employee**” means independent contractors providing services for the Australian National 4WD Radio Network Inc., the VKS-737 Radio Network or the HF-Tel Radio-Telephone Network. These contractors may include but are not limited to individuals, sole proprietors, partnerships, registered businesses, companies, corporations, organisations and charities. Contract employees are required to have their own workers’ compensation cover.

“**employee**” means a person, or persons, employed by the Australian National 4WD Radio Network Inc., the VKS-737 Radio Network or the HF-Tel Radio-Telephone Network including but not limited to:

A paid employee of the Head Office.

A volunteer employee of the Head Office.

Contract Employee.

Sub-Contractor.

Committee Member.

Base Station Operator.

A volunteer employee at an authorised remote Network site or location.

A volunteer assisting at, but not limited to Shows, Demonstrations and Talks.

“**employment**” means the act of being employed by the Australian National 4WD Radio Network Inc., the VKS-737 Radio Network or the HF-Tel Radio-Telephone Network as an employee:

“**Enforcement Body**” means any agency, body, authority, police force or service, of the Commonwealth, a State or Territory which (among other things) is responsible for administering or performing a function under a law that:

Administers the conducting of criminal investigations or inquiries, or the protection of the public revenue.

Imposes a penalty or sanction.

“**ex-officio**” means a position of responsibility within an organisation, or representing an organisation, but not an official management or committee position. Examples include, but are not limited to Base Station Operators, Regional Representatives and Show Volunteers.

“**Finance Manager**” means the Finance Manager employed by the VKS-737 Radio Network.

“**HF-Tel Radio-Telephone Network**” means HF-Tel, a business registered with Office of Business and Consumer Affairs in the State of South Australia.

“**individual**” means any member of the public who has contacted or been in contact with the Australian National 4WD Radio Network Inc., the VKS-737 Radio Network or the HF-Tel Radio-Telephone Network.

“**Network**” means the Australian National 4WD Radio Network Inc., the VKS-737 Radio Network or the HF-Tel radio-Telephone Network.

“**Operator**” means an employee employed in the role of operating a VKS-737 Base Station, either directly at the site of a Base Station, or remotely via a radio-telephone interconnect.

“**Public Officer**” means the Secretary / **Public Officer** of the Australian National 4WD Radio Officer Inc. a position as defined in the Associations Incorporations Act (SA) 1985.

“**Relief Clerical Assistant(s)**” means the Relief Clerical Assistant(s) employed by the VKS-737 Radio Network.

“**Secretary**” means the Secretary / Public Officer of the Australian National 4WD Radio Network Inc.

“**sub-contractor**” means an individual or a business that signs a contract to perform part or all of the obligations of another's contract.

“**subscriber**” means any individual who is a current financial subscriber of the Network.

“**Treasurer**” means the Treasurer of the Australian National 4WD Radio Network Inc.

“**Vice Chairman**” means the Vice Chairman of the Australian National 4WD Radio Network In.

“**VKS-737 Radio Network**” means the VKS-737 Radio Network, a business registered with Office of Business and Consumer Affairs in the State of South Australia.

“**V-Rep**” means a computer internet software package designed, owned and operated by the VKS-737 Radio Network to log and record “on-air” radio activity, incidents and messages to and from VKS-737 subscribers.

“**volunteer**” means a subscriber or individual who serves the Network but does not receive payment or receive compensation for the services rendered, however they may be compensated for costs incurred as a result of providing these services.

“**workplace**” means any place (including any aircraft, ship or vehicle) where an employee or self-employed person works and includes any place where such a person goes while at work.

General Policy on Conditions of Employment.

Employment Classifications

The administrative running of the Network is placed under a group of salaried staff, assisted by a large team of volunteers.

Salaried Staff

The salaried positions, their classifications and award classifications are:

Administration Manager

Full-Time Employee.

Unclassified (non-award) position.

Salary contract by negotiation between the incumbent and the Committee of Management of the Australian National 4WD Radio Network Inc.

The Administration Manager, under general guidance from the Committee, and in conjunction with the Finance Manager, is responsible for the day to day administration of the VKS-737 Radio Network and the HF-Tel Radio-Telephone Networks.

The incumbent should have extensive working background in the design, installation and maintenance of telecommunications and high frequency radiocommunications equipment as well as the installation and maintenance of stand-alone and server based computer systems.

The duties include but are not limited to:

Initiating public awareness of the VKS-737 Radio Network and the HF-Tel Radio-Telephone Networks.

Liaison with the Australian Communications and Media Authority in matters relating to the use of VKS-737 frequencies, new frequencies, illegal or inappropriate use of frequencies etc.

Liaise with government departments and other statutory bodies on matters relating to joint communication services and access to resources.

Liaise with Emergency Service organisations regarding efficient and appropriate operating procedures.

Liaise with the Australian Customs Service to ensure that VKS-737 involvement with the Customs Hotline program is maintained and upgraded as necessary.

Oversee the technical operation of the Network including but not limited to the installation, maintenance and operation of existing and new base stations.

Maintenance of Network owned and operated radio equipment including but not limited to radio transmitters and receivers, radio-telephone equipment, power supplies and test equipment including liaison with equipment manufacturers.

Perform Beta testing of new "unique" radio communications equipment being supplied to the Network.

Installation and maintenance of Head Office computer equipment including liaison with software designers and suppliers.

Perform Beta testing of new "unique" computer software being supplied to the Network.

Liaise with show and event organisers to allow the Network access at such events.

Liaise with Base Station Coordinators and Managers to ensure efficient operation of Network bases.

Liaise with external organisations to obtain sponsorship of, or donations to, the Network.

Create and maintain Network policies in conjunction with the Committee to ensure efficient operation of the Network and maintain compliance with relevant regulations, acts and statutory requirements.

Finance Manager

Part-time Employee.

Nominal 20 hours per week (additional hours may be approved by Administration Manager and/or Committee, subject to Network workload).

Unclassified (non-award) position.

Salary contract by negotiation between the incumbent and the Committee of Management of the Australian National 4WD Radio Network Inc.

The Finance Manager, under general guidance from the elected Committee, and in conjunction with the Administration Manager, is responsible for the financial management of the Network.

The occupant should have an extensive working background in financial procedures in areas including but not limited to chartered accounting, bank or financial institution management, government financial management.

The duties include but are not limited to:

Prepare annual operating budgets for endorsement by the Committee.

Liaise with Administration Manager to ensure Network expenditure is maintained within budget estimates.

Ensure Workcover arrangements and payments are up to date.

Prepare quarterly BAS statements for the Australian Taxation Office.

Prepare Annual financial statements for the Office of Consumer and Business Affairs.

Arrange all Network insurance cover i.e. Property, Public Liability, Volunteer Cover, Professional Indemnity etc.

Arrange for auditing of Network accounts with an Auditor as approved by the Office of Business and Consumer Affairs (SA).

Clerical Assistant

Part-time Employee.

Nominal 25 hours per week (additional hours may be approved by Administration Manager and/or Committee, subject to Network workload).

Salary – based on the Clerks' (South Australia) Award (subject to experience and level of work performed by the incumbent).

Acting higher duties at Administration Manager Level to may be paid as required.

Employees in this position will have achieved a standard to be able to perform specialised or non-routine tasks or features of the work.

Employees require only limited general guidance or direction and there is scope for initiative, discretion and judgement in carrying out assigned duties.

Employees may be required (subject to ability) to perform higher duties in the role as Acting Administration Manager.

Employees may be required to give assistance and / or guidance to the Relief Clerical Assistant(s) and would be required to train such employees by means of personal instruction and demonstration.

Duties include but are not limited to:

Initiate public awareness of the Network and its services.

Answer incoming telephone calls and provide general advice and information including basic technical advice on the Network's services. Refer higher level technical and other higher level inquiries to the Administration Manager.

Check, answer / forward as required e-mails addressed to the Network.

Issue VKS-737 Callsigns and Selcall numbers for new Network subscribers.

Liaise with equipment suppliers to reserve Callsigns / Selcall Numbers for new subscribers.

Allocate Telephone Interconnect numbers for subscribers wishing to use the HF-Tel Radio-Telephone service. Monitor Interconnect database to ensure members are removed when their booking expires.

Remotely program Barrett 660, 960 & 2060 Radio-Telephone Interconnects to add new subscribers, and remove existing subscribers when their Radio-Telephone booking expires.

Filing of subscription vouchers and arranging claims from sponsors and / or suppliers.

Post VKS-737 & HF-Tel Information Packs and Application forms to potential subscribers.

Receipt incoming VKS-737 & HF-Tel licence authority applications, renewals etc – provide financial logs for the Finance Manager.

Prepare Banking Deposit slips for use by the Finance Manager.

Maintain a comprehensive, searchable database of all Network correspondence & finance records.

Maintain a comprehensive, searchable database of all Network telephone accounts.

Maintain a web based searchable database listing all VKS-737 Network Users.

Perform "day to day" upgrades of information on the VKS-737 Website including but not limited to: User List, Market Page, Events, Bulletins, Documents, Faces and Links.

Prepare display materials for 4WD shows, caravan & camping shows, field days and other similar events.

Arrange bookings for the Australian National 4WD Radio Network Inc. to attend shows, events, field days, exhibitions etc.

Attend shows, events, field days, exhibitions etc as deemed relevant.

In the absence of the Relief Clerical Assistant(s), perform duties as would be expected of those positions.

Computer Skill Requirements:

A good working knowledge is required of the following computer software:

- Adobe Acrobat Version 7 or later
- Barrett 660 / 960 / 2060 Interconnect Programming Software
- CorelDraw Suite Version 13 or later
- Trend Micro Internet Security Pro Version 2009 or later
- Macromedia Contribute 3 or later
- Macromedia Studio MX or later
- Microsoft Office Professional XP or later
- Microsoft Windows XP Operating System or later
- Mozilla Firefox Version 3 or later.
- MYOB Premier Version 12 or later
- Smart FTP Version 2 or later
- V-Rep © Tracking / Logging Software

Relief Clerical Assistant(s)

Part-Time Casual Employee.

Hours as determined by Administration Manager to provide assistance to the Clerical Assistant during periods of heavy Network workload.

Salary – based on Clerks' (South Australia) Award Level 1, junior rates apply for employees under 21 years.

These are transient positions to be filled only at times of high Network workload, or during periods when special projects require additional support staff.

Employees in this position may include initial recruits who may have very limited relevant experience.

Due to the nature of the work involved, this position is open to school students, who have an interest in the Aims & Objectives of the Australian National 4WD Radio Network Inc, and who can demonstrate their ability to work successfully and reliably in the position.

Work is performed under close direction from the Network Manager and/or Administration Assistant, using established practices, procedures and instructions.

Employees are responsible and accountable for their own work within established routines, methods and procedures, and the less experienced employee's work may be subject to checking at all stages.

Duties include but are not limited to:

Answering Telephones and directing callers to the Administration Manager or Clerical Assistant.

Filing of completed Membership Application Forms

Maintaining stocks of Information & Subscriber Packs.

Maintaining stocks of Network brochures, maps etc.

Opening of Incoming Mail and distributing to Administration Manager, Finance Manager or Secretary as necessary.

Photocopying of Documents.

The operation of computer and other office equipment necessary to achieve competency in the above listed skills.

Special Conditions

Special conditions apply for employees 16 years of age and under, these conditions are set down under guidelines issued by the South Australian Department of Workplace Services.

Employment hours shall be such as not to interfere with the normal school requirements of the employee.

Parental approval must be received before commencing employment.

Salary will be based on the Clerk's (South Australia) Award.

Returning Officer

Contract Employee.

Hours as required to perform duties necessary for the conduct of an election.

Payment Level – based on Clerks' (South Australia) Award Level 1.

The Returning Officer shall be appointed by the Committee to conduct an election in accordance with the procedures outlined in POLICY 07 – Election Policy and Section 147 of Schedule 1B of the Workplace Relations Act 1996.

Volunteer Employees

Volunteer employees fall into several categories depending upon the nature of the role that they provide within the organisational structure of the Network these include, but are not limited to:

Chairman

Vice Chairman

Secretary / Public Officer

Treasurer

Base Station Schedule Coordinator.

Base Station Operator

Message Coordinator

Show / Event Assistants.

Chairman

This is an executive position; the Chairman is required to attend all Committee meetings, Special General Meetings and the Annual General meeting and is required to convene and run orderly meetings in accordance with the Constitution and Policies of the Australian National 4WD Radio Network Inc.

The Chairman shall fulfil all the necessary requirements as the official spokesperson on all matters relating to the Australian National 4WD Radio Network Inc. and shall be directly involved in the liaison of all other organisations that have any form of relationship with the Network.

The Chairman shall ensure that every subscriber receives a fair hearing on any and all matters that are properly introduced to the Committee for consideration.

The Chairman shall support and coach other Committee members in the effective performance of their duties.

Vice Chairman

This is an executive position; the Vice Chairman is required to attend all Committee meetings, Special General Meetings and the Annual General meeting and is required to convene and run orderly meetings in accordance with the Constitution and Policies of the Australian National 4WD Radio Network Inc. in the absence of the Chairman.

The Vice Chairman is required to assist the Chairman in all necessary aspects of the administration of the Australian National 4WD Radio Network Inc.

Secretary / Public Officer

This is an executive position: The Secretary / Public Officer is required to attend all Committee meetings, Special General Meetings and the Annual General Meeting and is required to collate and maintain a detailed record of the minutes of those meetings.

The Secretary / Public Officer shall initiate outward correspondence as deemed necessary by the Committee of the Australian National 4WD Radio Network Inc. as well as forwarding incoming correspondence to the Committee for consideration.

The Secretary / Public Officer shall be a permanent resident of South Australia and is required to act as the liaison with the Office of Business and Consumer Affairs (SA) as required under Associations Incorporations Act (SA) 1985

The Secretary / Public Officer is required to assist the Chairman in all necessary aspects of the administration of the Australian National 4WD Radio Network Inc.

Treasurer

This is an executive position: The Treasurer is required to attend all Committee meetings, Special General Meetings and the Annual General Meeting and is required to report to these meetings on the financial status of the Australian National 4WD Radio Network Inc.

The Treasurer is required to liaise with the Finance Manager to effectively manage the affairs of the Australian National 4WD Radio Network Inc. and to maintain true and accurate records of those affairs.

The Treasurer is required to present the Network's financial records each year to an Auditor as approved by the Office of Business and Consumer Affairs (SA) and present audited financial statements to each Annual General Meeting.

The Treasurer is required to assist the Chairman in all necessary aspects of the administration of the Australian National 4WD Radio Network Inc.

Committee Members (three positions)

These are non-executive positions; Committee members are required to attend all Committee meetings, Special General Meetings and the Annual General Meeting.

Committee members are required to assist the Chairman, Vice Chairman, Secretary / Public Officer and Treasurer in all necessary aspects of the administration of the Australian National 4WD Radio Network Inc.

Message Coordinator

This is an ex-officio position

The Message Coordinator is responsible for checking the Network's "Messages to Subscribers" message bank on a regular basis and posting any received messages to V-Rep on a regular basis.

The Message Coordinator is responsible for checking which messages have been collected by subscribers and advising operators of such.

The Message Coordinator is responsible for ensuring that messages not collected within five days are removed from the system.

Base Station Operators

These are ex-officio positions

Operators are responsible for operating base stations; either locally or via radio-telephone interconnect, at times as listed in rosters provided by Base Station Schedule Coordinators.

All activities during these periods must be "logged" in a manner approved by Head Office and forwarded to all other active operators as well as the Administration Manager.

In cases of emergencies operators are not permitted to give any form of advice either medical, technical or otherwise; all emergencies MUST be passed onto the relevant authorities or services agencies for their assistance. Giving advice may render the operator liable for litigation from the subscriber; the Network is unable to provide professional indemnity insurance cover to protect operators should this occur.

All incidents must be logged and an incident report forwarded to the Administration Manager as soon as practicable.

Base Station Schedule Coordinators

These are ex-officio positions

Coordinators are responsible for planning operator rosters for their particular base station or stations.

Coordinators are responsible for ensuring that all operators on their roster(s) are notified in advance of their scheduled roster. The coordinator must also ensure that the Administration Manager receives a copy of all rosters.

Coordinators are responsible to arrange a stand in operator in cases where a regular operator is not available for duty on their regular roster.

Hours of Work

Due to the nature of the operation of the Australian National 4WD Radio Network Inc. it is not feasible to specify exact hours of operation except for:

Head Office Core Business Hours.

Nominal Business Hours for the VKS-737 Radio Network Head Office are nominally (subject to availability of staff) from 09:00 to 17:00 hours Monday to Friday South Australian time (excepting Public Holidays).

Administration Manager.

The Administration Manager is a contract position of 35 hours per week; however there are no specified hours for this work, or for the location that this work is performed,

The Administration Manager is generally expected to be available for extended hours both during the week and at weekends to handle essential and urgent business.

The Administration Manager is expected to be available at unspecified times to work in conjunction with the Finance Manager.

The Administration Manager is expected to be available at unspecified times to attend shows, events, training sessions and other promotional functions.

Finance Manager.

The Finance Manager is a contract position for 20 hours per week; however there are no specified hours for this work, or for the location that this work is to be performed.

The Finance Manager is expected to be available at unspecified times to work in conjunction with the Administration Manager.

The Finance Manager is expected to be available at unspecified times to attend shows, events, training sessions and other promotional functions.

Clerical Assistant.

The Clerical Assistant is expected to complete the required number of hours per week during the core business hours of the VKS-737 Radio Network Head Office.

The Clerical Assistant is expected to be available at unspecified times to attend shows, events, training sessions and other promotional functions.

Actual hours of work performed is to be at the discretion of the Administration Manager and/or the Committee subject to Network workload.

Relief Clerical Assistant(s).

The Relief Clerical Assistant(s) is/are expected to complete the required number of hours per week during the core business hours of the VKS-737 Radio Network Head Office.

Actual hours of work performed is to be at the discretion of the Administration Manager and/or the Committee subject to Network workload.

Scheduled Base Station operating times.

Base Station operating schedules (skeds) are listed in the VKS-737 Reference Manual (DOC 60), this list is updated as necessary and appears on the VKS-737 website.

Employees shall ensure that they allow sufficient time to prepare for the sked.

Should an employee be unable to perform a particular sked they should notify the Sked Coordinator as soon as possible to ensure that another employee can be allocated to perform the duty.

External Events

Employees attending external events, including but not limited to, Shows, Demonstrations, Talks, Training and Club visits shall ensure that they arrive at the event with sufficient time to allow satisfactory preparation for the event.

Should an employee be unable to attend an event they should notify the Administration Manager as soon as possible to ensure that another employee can be allocated to perform the duty, or if this is not possible, notify the event coordinator of the situation.

Confidentiality

It is acknowledged that during employment of the Network employees will have access to, and will acquire, confidential information which may include:

The personal details of subscribers of the Network.

Details of the Policies and Operational Structure of the Network.

Details of the Financial Status and Procedures of the Network.

Details of confidential information relating to associated Authorities and Organisations associated with the Network. This may include unlisted, classified or confidential details of the operation of these organisations.

Access to incoming and outgoing correspondence to and from the Network.

Access to confidential information regarding manufacturers products.

Access to confidential information regarding services provided by associated communications service providers.

Employees are legally obliged not to discuss confidential information with persons:

who do not have a need to know, and

who do not have a legal right to the information.

Unless the need for confidentiality is recognised, the solidarity and effective functioning of the Network will be adversely affected.

The case of "*Bennetts v. The Board of Fire Commissioners of New South Wales 1967* (see Appendix A) is relevant and supports the need for confidentiality. It also addresses the dangers of conflict of interest.

Conflict of Interest

To prevent a potential conflict of interest and the potential for breaches of confidentiality, NO employee may hold an official or ex-officio position with any other organisation engaged in activities similar in nature to those of the Network without seeking prior written dispensation issued by the Committee.

Employee Confidentiality Statement

All employees accessing "confidential" subscriber details or "confidential" details relating to any other person, contract employee or organisation having involvement with the Network are required to sign a duly witnessed copy of Form 39 (Revision 2) – Employee Confidentiality Statement.

New employees are required to sign Form 39 before commencing employment.

"Confidential" details may include but are not limited to address details, vehicle details, next of kin, telephone numbers, banking details, credit card details and employee records.

Alcohol and Drugs

It is strictly forbidden to report for work whilst under the influence of any form of alcohol or drugs

It is strictly forbidden to consume any form of alcohol or drugs whilst at work.

The Network reserves the right at any time and without notice to test employees whilst at work to ascertain if they are above the legal limit for alcohol or for drug use.

Any breach of this policy will be seen as a serious breach of conduct and could lead to:

Immediate termination of employment for paid staff.

Suspension of activities and / or immediate termination of volunteer staff and base station operators.

Disciplinary Action

Any situations or incidents that are contrary to Network policies or outside the Network boundaries in practice will be subject to investigation.

Such investigation may result in counselling, disciplining, including written warning or termination of employment depending upon the result of the investigation and the seriousness of the incident.

An accumulation of three written warnings will automatically result in termination of employment.

Punctuality

Head Office Staff are expected to arrive for work at the appointed starting time.

If staff are unavoidably detained for any reason and are going to be late, they are required to telephone the Administration Manager and advise of the situation.

Base Station operators are expected to have the base station ready for operation at the appointed starting time for rostered duty.

If operators are unavoidably detained for any reason and are going to be late, they are required to telephone either the Schedule Coordinator or the Administration Manager and advise of the situation.

Personal Details

It is important that the Network has up-to-date records of each of its employees, this information should comprise:

Full Name.

Street address.

Postal address

Home telephone number.

Mobile Telephone number

Facsimile number

e-mail address

Should there be any change in the above details the Clerical Assistant should be advised as soon as possible.

The collection, access and disclosure of personal details are managed in the terms of Network Policy 02 – Privacy Code of Practice.

Personal Presentation

Good manners and courtesy are an integral part of the professionalism of the Network.

While no appearance presentation standards apply for employees operating radio schedules from their own homes it is expected that employees who come into contact with, but not limited to, members of the public, subscribers, representatives from other organisations and representatives from government meet an appropriate standard of personal presentation.

Clothing should be neat, clean and comfortable.

Where employees are taking part in activities such as 4WD Shows, or talks to organisations such as Service Clubs or 4WD clubs then it is expected that an official VKS-737 Radio Network “uniform” shirt be worn to identify the Network.

Staff and volunteers are entitled to wear official government “uniform” medals above the left breast pocket of a Network shirt at any time.

Staff and volunteers are entitled to wear official government “lapel badges” above the left breast pocket of a Network shirt at any time.

Staff and volunteers are entitled to wear official government medals (daytime or evening medals as appropriate) above the left breast pocket of a Network shirt only at times as approved by the Governor General of Australia, or the Governor of a state in which an activity is taking place.

Anti-Discrimination

It is the policy of the Network to not discriminate on the basis of race, colour, religion, sex, national origin, age, physical or mental abilities. All employees are assigned, promoted, compensated and retained based on their skills and abilities.

Harassment

The Network is committed to equality of opportunity for all its employees and believes that all employees have the right to work in an environment free from discrimination, which includes freedom from harassment – whether the harassment is of a sexual nature or is based on race, age, religion, sexual orientation, disability or other protected status.

The Network prohibits harassment of its employees in any form – by management, co-employees, subscribers and suppliers. Every employee has the right to be treated with dignity and respect and, as such, harassment of any kind will not be tolerated.

All instances of harassment must be reported immediately to the Administration Manager. The Network strongly disapproves of harassment in the workplace and any employee who violates this policy will be subject to disciplinary action.

Termination

The Committee of the Network reserves the right to terminate an employee's employment immediately and without any notice, or payment in lieu of notice, if an employee:

Is proved guilty of any serious misconduct.

Has acted in a grossly negligent manner in respect of Network affairs.

Are convicted of a criminal offence which the Network reasonably believes may tend to injure the reputation or core business of the Network.

If the behaviour of an employee reflects badly upon the Network even though that behaviour may not be punishable by law or civil action, the Network reserves the right to terminate employment of the employee forthwith without the right of redress.

Health and safety

The Network believes that safety within the workplace is of utmost importance.

The Network is committed to providing a safe workplace with safe systems of work in order to minimise the occurrence of accidents, injury and disease.

Certain obligations are imposed, in accordance with the Network Policy No. 06 – Occupational Health and Safety Policy, whereby they must take adequate care in the workplace.

Employees must not interfere with any safety equipment that is provided by the Network or put at risk the health and safety of themselves or others.

Smoke free environment

No conditions apply to employees operating from their own homes.

Smoking is prohibited within the buildings and enclosed areas and within 5 metres of any building or enclosed area forming part of the Head Office of the Network.

Smoking is prohibited within marquees being used by the Network as part of involvement in a Show or similar event.

Smoking is prohibited within any venue that the Network is present if that building or area has been declared a "No Smoking" area under government or similar legislation.

Smoking is prohibited in work vehicles that are ever used by more than one employee.

Workers compensation

The Network is a Registered Employer under the Work-Cover legislation.

The compensation payable to an injured paid employee of the Network is prescribed by legislation.

Network volunteer employees may be covered under some circumstances by a Volunteer Insurance package subscribed to by the Network.

Any injuries must be reported to the Administration Manager of the Network with 24 hours.

Leave entitlements

Casual paid employees, employed by the Network, are not entitled to any form of paid leave.

Permanent paid employees, employed by the Network are entitled, after the required qualifying periods, to the following paid leave in accordance with Workplace Relations Regulations 2006 issued 20th July 2007 and subsequent amendments.

Recreation Leave

Sick Leave

Bereavement Leave

Parental Leave

Carer's Leave

Public Holidays

Appendix A

A general statement of the responsibilities and duties of Committee and Board Members forms part of a judgement in 1967 by Justice Street in the Supreme Court of New South Wales in the case of *Bennetts versus Board of Fire Commissioners of New South Wales and Others*.

His Honour emphasised the heavy responsibilities that rest upon those who accept public office, and his decision and statement now feature predominantly in the policies adopted by a large number of organisations when relating to the duties and responsibilities of Committee and Board Members.

The Board of Fire Commissioners of New South Wales is constituted under the Fire Brigades Act and comprises a President appointed by the Governor and four other members elected respectively as follows:

one by the councils of the municipalities and shires.

one by the insurance companies.

one by the volunteer firemen.

one by the permanent firemen who are members of the New South Wales Fire Brigade Employees' Union.

During 1966 the union made an application for a new award to the Industrial Commission and the Commission's decision was delivered in June 1967. At this time two of the board members were members of union including Mr Bennetts who had been elected by the permanent firemen.

The Finance Committee of the Board comprised the president and two other members but excluded the two union members.

The Finance Committee met on 9th August 1967 to consider whether to appeal from the Commissioner's decision to the Full Industrial Commission and, in the light of counsel's opinion as to the prospects of such an appeal, resolved to recommend to the Board that an appeal be instituted.

The Board met on 23rd August 1967 to receive and consider this recommendation and Mr Bennetts asked whether the Finance Committee's recommendation was made on counsel's advice, and if so, whether such advice would be made available to him.

The President said he would make counsel's advice available to him only on an undertaking that its terms would not be disclosed to the union. Mr Bennetts declined to accept this offer. In due course the board resolved by a three to two vote to adopt the Finance Committee's recommendation with the two union representatives dissenting.

Mr Bennetts commenced legal action against the Board by way of a summons seeking:

1. A declaration that the Board was not entitled to refuse to produce the legal opinion to him at the meeting on 23 August 1967.
2. A declaration that the resolution to bring the appeal was void by reason of an alleged procedural defect, in that the opinion was withheld from him.
3. An injunction to restrain the Board from lodging an appeal against the Commission's decision.

Justice Street in handing down his decision held:

1. *That, in the case of a statutory board such as the Board of Fire Commissioners, once a group has elected a member he assumes office as a member of the board and becomes subject to the overriding and predominant duty to serve the interests of the board, in preference, on every occasion upon which any conflict may arise, to serving the interests of the group which elected him.*
2. *That a member of such a board must respect the confidential nature of board affairs where the interests of the board so require.*
3. *That a board member has no absolute right to see a document of importance, such as counsel's opinion; at most he has a right to see such a document in aid of the execution of the fiduciary duties cast upon him by his membership of the board; and he has no such right where, as here, he wishes to see the document in order to carry out a misconceived duty to further interests of the group which elected him to the board.*
4. *That, in the exercise of its discretion, the court would not make the orders sought, nor grant the injunction.*

The following extract formed part of Justice Street's statement of reasons for his decision.

A great many public undertakings are controlled by boards or commissions set up in a manner consistent with the manner in which the present board is set up. By the terms of their statutes, boards such as this comprise a number of persons nominated or chosen by various groups, each of which nominating or choosing groups has a direct interest in the public undertaking controlled by the board. Each of the persons on such a board owes his membership to a particular interested group; but a member will be derelict in his duty if he uses his membership as a means to promote the particular interests of the group which chose him.

The object of providing for interested groups to nominate the members of such a board as this might be said to be threefold: first, one can be confident that an interested group will select a man whose personal qualities and competence equip him for membership; second, it promotes the confidence of that particular group in the board and provides a means of liaison between that group and the board; and third, it ensures that the board, as a single entity, has available in its deliberations the views of all the interested groups. The presence of the second and third elements necessitates in a board member the highest standards of integrity, both in his thinking and in his actions. The consideration which must in board affairs govern each individual member is the advancement of the public purpose for which parliament has set up the board. A member must never lose sight of this governing consideration. His position as a board member is not to be used as a mere opportunity to serve the group which elected him. In accepting election by a group to membership of the board he accepts the burdens and obligations of serving the community through the board. This demands constant vigilance on his part to ensure that he does not in the smallest degree compromise or surrender the integrity and independence that he must bring to bear in board affairs.

Undoubtedly there will be differences of opinion between board members. Indeed, it is well that this should be so: sound and wise decisions by the board can only be based upon a full and informed discussion of varying and conflicting views and considerations. Nomination of the individual members and their election to membership by interested groups ensures that the board as a whole has access to a wide range of views, and it is to be expected within this wide range of views that inevitably there will be differences in the opinions, approaches and philosophies of the board members. But the predominating element which each individual must constantly bear in mind is the promotion of the interests of the board itself. In particular, a board member must not allow himself to be compromised by looking to the interests of the group which appointed him rather than to the interests for which the board exists. He is most certainly not a mere channel of communication or listening post on behalf of the group which elected him. There is cast upon him the ordinary obligation of respecting the confidential nature of board affairs where the interests of the board itself so require.

If the members of boards such as the present board constantly keep before them their overriding duty to the board to promote the purposes for which it exists, then they should have little difficulty in discharging honourably their public duty, and there will be perhaps little likelihood of litigation such as is presently before the court eventuating. Disagreement is to be expected from time to time, having regard to the wide range of problems with which such boards must deal, but it must be disagreement relating to what should best be done in the promotion of the purpose enshrined in the statute, this being the common interest which all the board members must serve.

I have referred earlier to misapprehension existing in relation to these basic truths. For example, in the course of argument in the present suit it was said at one point that the president himself would have to be representing government interests on the board. That was perhaps an incautious suggestion, and was quickly withdrawn by counsel once the error was pointed out. But the fact that suggestions of this sort are made is indicative of a view which is apparently held that, because a board member is appointed or elected by a particular group, he owes some overriding obligation or duty to the group which has conferred upon him his status as a member.

The error inherent in this view must be exposed and, for purposes of emphasis, I repeat what I have earlier said. (It is entirely foreign to the purpose for which this or any other board exists to contemplate a member of the board being representative of a particular group or a particular body.) Once a group has elected a member he assumes office as a member of the board and becomes subject to the overriding and predominant duty to serve the interests of the board in preference, on every occasion upon which any conflict might arise, to serving the interests of the group which appointed him. With this basic proposition there can be no room for compromise.

This Policy Statement has been reviewed and set by the Committee of Management of the Australian National 4WD Radio Network Inc.

Signed:



Name: Steve Johnston OAM

Position: Administration Manager

Date: 4th July 2008

Policy Change Sheet

Rev	Date	Page	Description	Details of Change
2	01/11/07	11	Employee Confidentiality Statement	Date of requirement to sign Form 39 (Revision 2) changed from 30 th October 2007 to 29 th February 2008
3	04/07/08	2 11	Definition of "confidential details" Employee Confidentiality Statement	New definition added Requirement for Employees to sign Form 39 limited to employees accessing "confidential details" only.
4	29/08/09	various		Additions to reflect the addition of HF-Tel & V-Rep