

1. POLICY CERTIFICATION

Policy title:	Cultural Business Policy
Policy number:	ADM004
Category:	Policy
Classification:	Administration
Status:	Approved 12/4/2012

2. PURPOSE

Cultural Business is any ceremonial ritual practiced for grieving the loss of a relative or other ‘traditional’ ceremonial activities. The Roper Gulf Regional Council recognises the importance of **cultural business** and has developed a policy to ensure that obligated RGRC staff are able to participate in the traditional activities of cultural business whilst ensuring that the delivery of services within the community continue uninterrupted.

3. ORGANISATIONAL SCOPE

This policy and procedure reflects the preferred practice of the Roper Gulf Regional Council and provides a guide to the application and management of service delivery during a specified cultural business period and a staff member’s use of accrued leave or leave without pay.

The Policy ensures that RGRC services continue uninterrupted by cultural business. The level of service delivery maintained in the community during cultural business is determined by the Regional Service Manager. Community members may approach the Regional Service Manager for advice on the level of services to continue during the cultural business period.

Funerals can involve entire communities, and the expression of grief should not be influenced by external parties.

Three leave options exist for staff to enable them to observe cultural duties:

1. Bereavement leave,
2. Annual Leave and
3. Leave without Pay.

4. POLICY STATEMENT

The Roper Gulf Regional Council recognises and respects the cultural significance associated with ceremonial ritual. Employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs shall be afforded a reasonable opportunity to follow and practice the requirements of that cultural or spiritual belief.

5. DEFINITIONS

EMT	Executive Management Team (EMT),
Cultural Business	The ceremonial rituals relating to burials; coming of age; and discipline. Some cultural business such as funerals is referred to as 'sorry business'.
RSM	Regional Service Manager
Governance Structure	Governance Structure includes the RGRGs elected Council members and Local Authority Members
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Notification of Cultural Business

A community Elder is required to notify the Regional Service Manager, Director or CEO of a cultural business event. The Elder must provide 24 hours of notification to ensure that alternative service delivery operations can be put into place and that RGRC and other agencies or organisations can be notified of an intended cultural business event.

6.2 Level of Essential Service Delivery to be maintained during Cultural Business.

In conjunction with the Regional Service Manager, Director or CEO a community Elder may determine the level of service delivery to be conducted in the event of a cultural business event. Various levels of service delivery can be applied depending on the community request for changes to the daily operations.

6.3 Staff Leave

The Regional Service Manager or *immediate supervisor* is responsible for facilitating the leave management process in accordance with this policy and procedure.

A staff member is eligible to access bereavement leave; recreation leave or Leave Without Pay. All leave may be utilised for cultural business subject to the provision of:

- at least one (1) days notice by completion of a leave form.
- Approval from the Regional Service Manager, Director or CEO.
- reasonable evidence as to the nature of the activity/ceremony the staff member wishes to attend

Three leave options exist for staff to enable them to observe cultural duties: Bereavement leave, Annual Leave and Leave without Pay.

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Bereavement Leave is specifically related to the death of an immediate family or household member.

The Employee is entitled to use up to five days as non cumulative paid bereavement leave per annum if a member of the Employee’s immediate family or household dies.

Employees may request approval for additional unpaid leave for the purpose of bereavement leave.

Annual Leave can be taken if sufficient leave has been accrued. In the event that sufficient leave has not been accrued, an employee may apply for Leave Without Pay.

Leave Without pay is considered on a case by case basis and can only be approved by the CEO.

6.4 Responsibility of Staff Member

All staff are expected to manage their cultural leave in accordance with this policy and provide notice of the intended leave to ensure that replacement staff or alternative service delivery conditions can be applied and the entire community can be notified of any changes to services within the community.

6.5 The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure along with consultation, education and awareness of RGRC staff, community and the governance structure of its requirements.

6.6 Further Assistance

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area.
- The Human Resources Unit
- The Governance, Corporate Planning and Compliance Unit

7. REFERENCES

Acknowledgements	<ul style="list-style-type: none"> • University of South Australia, Cultural Leave Procedure
Related Policies	<ul style="list-style-type: none"> • Attendance and Leave Policy Sept 08 (Under review)
Related Publications	<ul style="list-style-type: none"> • RGRC Sorry Business Policy 2008

8. DOCUMENT CONTROL

Policy number	ADM002
Policy Owner	HR Manager

ADM004 – Cultural Business Policy

Endorsed by	Council
Date approved	
Revisions	Review in 12 months
Amendments	Complete re-write to replace all previous policy versions
Next revision due	March 2012

9. CONTACT PERSON

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