

| Policy  | Main changes proposed  | Rationale  | Have staff been consulted about this policy? |
|---|--|--|--|
| <p>1. Delegations policy</p> <p>(most important, do this one first)</p> | <p>This is a new policy.</p>   | <p>This policy replaces the financial delegations policy which was inadequate as it failed to provide detail on many other delegations.</p> <p>This policy provides delegations schedules for: Strategic Direction Delegations, Financial Delegations, Human Resources Delegations, Service Contract Management Delegations and Policy and Procedures Delegations.</p> | <p>No</p>                                    |
| <p>2. Privacy policy</p>  | <p>Delete the summary of Information Privacy Principles; they are based on the NT legislation only.</p> <p>Clarify how information is collected and held.</p> <p>Clarify that the NTWWC does not share information overseas.</p> <p>Clarify circumstances under which clients may gain access to their personal information.</p> <p>Give clients the right to make complaints.</p> <p>Refer to the Federal and NT privacy offices for further information.</p> | <p>The existing policy complies with the NT privacy legislation but not Federal legislation.</p> <p>Neither the NT nor Federal legislation requires the NTWWC to comply with privacy laws, <i>but</i> our services agreements with both levels of government require us to comply with those laws as if we were a government agency.</p>                               | <p>Yes</p>                                   |
| <p>3. Refund policy</p>   | <p>This is a new policy.</p> <p>The policy requires that membership will be refunded in full if the member is not satisfied.</p>   | <p>The new online membership application/renewal system uses the payment system away (instead of paypal). Away requires a refund policy.</p>   | <p>Only the Finance Officer</p>              |
| <p>4. Staff</p>   | <p>To clearly state that staff who are on parental leave and</p>   | <p>Experience, or time worked, is rewarded via an incremental</p>  | <p>Yes</p>                                   |

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| increments whilst on leave       | are in receipt of the government funded paid parental leave scheme do not count the period of time that they are in receipt of the government funded paid parental leave scheme as experience or time worked for the purposes of calculating the next incremental pay rise. | advance and pay rise i.e. after 12 months working at level 5.1 a person goes up to level 5.2. Periods of unpaid leave i.e. leave without pay, or unpaid parental leave are expressly excluded from being counted towards an incremental advance via the NTWWC Enterprise Agreement. It has been the practice since the introduction of the government funded paid parental leave scheme to <i>not</i> count this time towards the next incremental advance but this has never been clearly set out in policy. |  |
| 5. History of staff entitlements | To update the policy so that it includes the major changes negotiated and formalized in the approved 2015 EA.   | Keeps the policy up to date.  | No   |
| 6. Higher duties policy          | This is a new policy.<br>It ensures that staff is paid the appropriate rate of pay for acting up in higher duties.  | It has been the practice of the NTWWC to pay staff for all of their time in higher duties since 2002 (or perhaps longer). This practice has never been written in to policy.  | Yes  |
| 7. Breastfeeding policy          | This is a new policy.   | On behalf of WWCs nationally the SA WWC has gained ABA accreditation as a breastfeeding friendly workplace. Whilst SA drafted the necessary policies for us to gain this accreditation, we need to introduce our own policy to support it.  | Yes  |