

Policy Name	Cultural Business Policy
Policy Type	Governance
Policy Number	GOV04
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## SUMMARY

This policy and procedure reflect the preferred practice of the West Daly 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 West Daly Regional Council services continue uninterrupted by cultural business. The level of service delivery maintained in the community during cultural business is determined by the Chief Executive Officer (CEO) after consultation with the Community Service Manager (CSM). Community members may approach the CSM 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.*

Leave options for staff to enable observance of cultural duties are in accordance with Council's Enterprise Agreement.

## BACKGROUND

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

## POLICY STATEMENT

The West Daly Regional Council recognises and respects the cultural significance associated with ceremonial ritual. Employees who are adherent to Aboriginal culture

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and who practice Aboriginal spiritual beliefs shall be offered a reasonable opportunity to follow and practice the requirements of that cultural or spiritual belief.

### **Notification of Cultural Business**

A community Elder is required to notify the CSM 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 Council and other agencies or organisations can be notified of an intended cultural business event.

Level of essential service delivery to be maintained during Cultural Business.

The level of service delivery is determined by the CEO after consultation with the CSM, and input from a community Elder. Various levels of service delivery can be applied depending on the community request for changes to the daily operations.

### **Staff Leave**

The Community Service Manager (CSM) or immediate supervisor is responsible for facilitating the leave management process in accordance with this policy and Council's Enterprise Agreement.

A staff member is eligible to access Compassionate Leave; Annual 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 Area Manager, Director or CEO.
- reasonable evidence as to the nature of the activity/ceremony the staff member wishes to attend

### **Responsibility of Staff Member**

All staff are expected to manage their cultural leave in accordance with this policy and Council's Enterprise Agreement and provide notice of the intended leave to ensure that replacement staff or alternative service delivery conditions can be applied.

## **TERMINOLOGY AND REFERENCES**

**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'.

### **REFERENCES**

*Local Government Act*

*Council's Enterprise Agreement*

**FURTHER INFORMATION:**

*Chief Executive Officer*

*Corporate Manager*

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