



Version Control and Objective ID	Version No: 1	Objective ID: A6398632
Approved by CEO on	20 August 2020	
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1. Statement

Ipswich City Council (ICC) is committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence (DFV), that may affect their attendance, performance at work or safety.

2. Purpose and Principles

The purpose of this Directive is to outline entitlements with respect to domestic and family violence leave, including assistance provided by Council to employees who are experiencing domestic and family violence.

Council is committed to providing a safe workplace for all employees and to supporting employees experiencing domestic and family violence. Domestic and family violence is an extremely serious and sensitive issue that affects individuals, families and communities.

Council commits to the following principles when assisting impacted employees:

- Confidentiality of employee details
- Support to consider safety planning strategies to ensure protection for the employee
- Access to Council's employee assistance program (EAP) which provides free, confidential counselling (face to face, telephone or online) and access to a wide range of information and support resources
- Support for employees to access relevant leave provisions and temporary flexible adjustments to work arrangements, and
- Protection against adverse action, discrimination, harassment or bullying as a result of any disclosure, experience or perceived experience relating to domestic and family violence.

Employees who are experiencing domestic and family violence and who need to take leave as a result of domestic and family violence will be entitled to leave in accordance with Council's Certified Agreement/s.

Entitlements include:

Employees (other than casual employees) are entitled to up to ten (10) days paid domestic and family violence leave each year (not accumulative year to year), in accordance with the full principles of Part 3 Division 7 of the *Industrial Relations Act 2016*. This leave is paid at the ordinary rate of pay and is separate to other leave accruals and employees are also able to access other leave types where applicable for periods related to domestic and family violence.

A long term casual employee (12 months or more of continuous service) is entitled to ten (10) unpaid days each year. A short term casual employee (less than 12 months of continuous service) is entitled to two (2) unpaid days each year.

Domestic and family violence leave may be used to attend medical appointments or treatment from injury, counselling, managing accommodation needs or child care/education arrangements, or court proceedings or other related needs.

Council at its discretion, may request evidence of the requirement to take domestic and family violence leave. Suitable documents include information provided by the Police Service, a Court, a Doctor or Health Professional, a report from a Counsellor, or statutory declaration from the employee.

Perpetrators of domestic and family violence are not eligible to apply for domestic and family violence leave. A perpetrator is encouraged to access counselling support services.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

4. Regulatory Authority

- *Local Government Act 2009*
- Local Government Regulation 2012
- *Industrial Relations Act 2016 (Qld)*
- *Workplace Health and Safety Act 2011 (Qld)*
- *Workers Compensation and Rehabilitation Act 2003 (Qld)*
- *Human Rights Act 2019 (Qld)*

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This Directive applies to all Council employees experiencing domestic and family violence.

7. Roles and Responsibilities

- The Chief Executive Officer approves and issues this Administrative Directive to all employees;

- People and Culture will manage all documentation, leave requests and information requests in consultation with Branch Managers and General Managers.
- All employees should feel confident and comfortable in seeking support and discussing threatening situations with their manager/supervisor or People and Culture Business Partner.

8. Key Stakeholders

All Council employees shall be notified of any amendments to this Administrative Directive.

The following stakeholders will be consulted during the review process:

- People and Culture Branch;
- General Manager (All Departments);
- Joint Consultative Committee.

9. Monitoring and Evaluation

This directive shall be reviewed every four (4) years, or as determined.

10. Definitions

The *Domestic and Family Violence Protection Act 2012*, defines domestic violence as behaviour from one person towards another person within a relevant relationship that is:

- Physically or sexually abusive;
- Emotionally or psychologically abusive;
- Economically abusive;
- Threatening;
- Coercive, or
- In any other way controls or dominates the second individual and causes fear for their safety or wellbeing or that of someone else.

11. Related Documents

[Employee Code of Conduct](#)

[Resolving Workplace Grievances Administrative Directive](#)

[Resolving Workplace Grievances Procedure](#)

[Flexible Working Arrangements Administrative Directive](#)

12. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.