

JURY SERVICE POLICY

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Policy Type:	Organisation
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Responsible Officer:	Coordinator Human Resources
Owner:	People and Culture
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	Greater Bendigo City Council Enterprise Agreement 2017 <i>Fair Work Act 2009</i> (Cth) National Employment Standards (NES) <i>The Juries Act 2000</i> (Vic)
DOCSETID:	1026543

1. PURPOSE

The purpose of this policy is to:

- 1.1 recognise that employees of the City may be required to attend jury service; and
- 1.2 define the nature and purpose of paid leave for jury service, setting out entitlements, eligibility criteria and the procedures when attending jury service.

2. SCOPE

This policy applies to all City employees.

3. DEFINITIONS

In this policy:

City means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the *Local Government Act 1989* (Vic).

Jury Service means a process through which citizens are potentially selected to be jurors on a criminal or civil trial.

Empanelled means to be sworn in as a member of the jury.

4. POLICY

- 4.1 An employee required to attend for Jury Service during their ordinary working hours will be reimbursed by the City for each day they are required for service.
- 4.2 An employee Empanelled for Jury Service, upon being discharged, is not required to return to work that day.
- 4.3 If an employee receives notice in advance that they will not be required to sit on the panel on a particular day, the employee must, where practicable, present to work.
- 4.4 An employee will be paid the difference between the pay they would have received had they not been participating in jury service and the amount paid by the court.

5. ROLES AND RESPONSIBILITIES

5.1 Employees

All employees are responsible for:

- 5.1.1 notifying their people manager or his or her delegate as soon as possible of the date when they will be required to attend Jury Service;
- 5.1.2 keeping in regular contact with their people manager or his or her delegate to notify of attendance times, duration and any other relevant information;
- 5.1.3 presenting to work, where practicable, if he or she receives notice in advance that they will not be required to attend court on a particular day;
- 5.1.4 giving their people manager or his or her delegate proof of attendance, the duration of such attendance and the amount received in respect to Jury Service; and
- 5.1.5 providing a copy of the cheque requisition received from the courts to payroll.

5.2 Additional Responsibilities of People Managers

People Managers are responsible for:

- 5.2.1 ensuring proof of attendance is provided by the employee; and
- 5.2.2 ensuring employees are reporting for normal duties when not required to attend court unless Empanelled or on the day of being discharged from Jury Service.

6. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below:

Greater Bendigo City Council Enterprise Agreement 2017

Further information or advice on this policy should be directed to People and Culture.

7. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

8. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

9. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
Oct 2004		Human Resources		1	N/A
Oct 2011	KT	People & Performance	Review	2	Oct 2014
July 2014	BK	People & Performance	Administrative	3	July 2018
July 2019	IL	People and Culture	Review (Administrative)	4	July 2023