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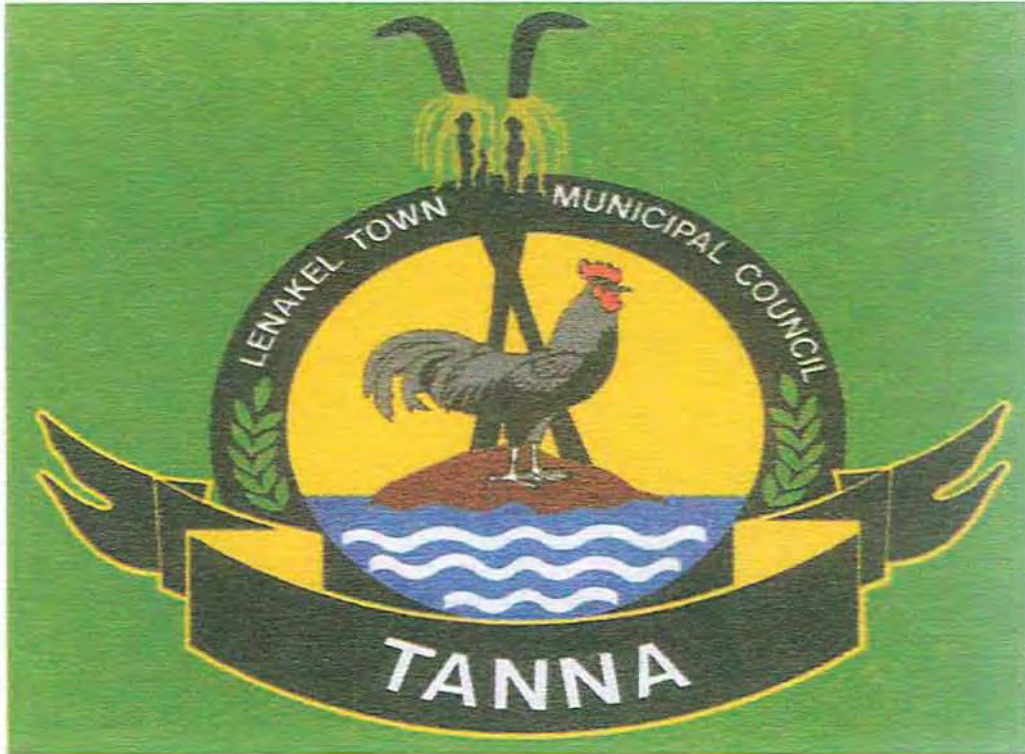
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NOTIFICATION OF PUBLICATION

ORDER

MUNICIPALITIES ACT [CAP. 126]

- THE LENAHEL TOWN MUNICIPAL COUNCIL (STAFF REGULATIONS) ORDER NO. 216 OF 2014



LENAKEL TOWN MUNICIPAL COUNCIL

STAFF REGULATIONS (2014)

ORDER # 216 OF 2014 Commencement 22/10/14

LENAKEL TOWN MUNICIPAL COUNCIL (STAFF REGULATIONS)

ARRANGEMENT OF CHAPTERS

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CHAPTER 1 – VALIDITY AND APPLICATION

1.1 These Staff Regulations contain the rules of conditions of service for all staff employed by the Council.

1.2 Authority for the administration of these Staff Regulations vests with the Council, which authority may be exercised by the Clerk pursuant to section 19(3) of the Act.

1.3 (i) These Staff Regulations shall apply to all Officers and employees of the Council except in so far as:

(a) may otherwise be stated in these Staff Regulations; or

(b) an Officer or an employee is excluded by any law or by the terms of his appointment from the operation of these Staff Regulations.

(ii) These Staff Regulations shall form part of the terms and conditions of employment of the Officers and employees.

(iii) It is the duty of every Officer and employee to be acquainted with these Regulations as ignorance of the provisions of these Regulations shall not be a defense to any disciplinary action.

1.4 In these Staff Regulations, unless the context otherwise requires:

"Act" means the Municipalities Act [Cap. 126];

"Clerk" means the Town Clerk of the Council appointed in accordance with section 19 of the Act or any one acting on his behalf;

"Council" means the Lenakel Town Municipal Council;

"employee" includes those members of Staff engaged by the Council pursuant to section 20 of the Act.

"Officer" includes those members of staff appointed by the Clerk pursuant to section 20 (2,3 & 4) and section 22 of the (Amendment) Act No. 11 of 2013.

CHAPTER 2 – APPOINTMENTS – ELIGIBILITY

2.1 (i) Subject to the Act only citizens of Vanuatu shall be appointed to posts in the service of the Council.

(ii) Notwithstanding paragraph 2.1(i), until a Ni-Vanuatu Officer is qualified for appointment to a post in the service of the Council, a non-citizen Officer may be appointed to that post for a limited period.

2.2 (i) The Council may on the advice of the Clerk appoint a temporary officer to a post in the service of the Council.

(ii) Any temporary appointment shall be for a specific purpose and shall contain the period of appointment and the level of salary to be drawn by the temporary officer.

(iii) Temporary appointments shall not be made for a period exceeding twelve months.

2.3 (i) Subject to section 20 (1) of the Act (Amendment) No.11 Of 2013, the Council may from time to time appoint such employees as may be necessary for the proper performance of the functions of the Council.

(ii) Employees appointed under this section may be exempted from the conditions governing necessary qualifications for employment in the service of the Council.

2.4 Any recruitment notice for any post in the service of the Council including temporary employment or any other employment shall be advertised publicly on the Council's notice board and also on the Government's news media.

2.5 Application for appointments to posts in the service of the Council shall be addressed to the Council. Each application shall be in duplicate and shall be accompanied by the following:

- a birth certificate or a statutory declaration in lieu,
- a certified copy of any certificate or references,

- a medical certificate,
- where appropriate, a marriage certificate and children's birth certificates,
- an official statement of police record or equivalent document.

2.6 (i) The appointment of every Officer including temporary officer and employee shall be on probation for a period of six months.

(ii) During the probationary period a contract of employment may be terminated by either party without notice any time.

2.7 Where an Officer or employee is recruited outside the boundaries of the Council that Officer or employee shall make his own way to report for duty at his own expenses.

CHAPTER 3 – SALARIES, ALLOWANCES, ETC.

Salaries

3.1 Each Officer or employee shall be entitled to receive in arrears, remuneration comprising the salary corresponding to his index number.

3.2 Salary increments may be granted in accordance with the Officer's or employee's categories.

3.3 On promotion, an Officer or employee shall receive the minimum salary of his new category.

3.4 Annex I to these Regulations shows the indexed salary scales.

Acting and Responsibility Allowances

3.5 (i) Where the Council considers that it is necessary that a post should continue to be filled at a time when no Officer or employee of corresponding substantive rank is available thereto, some other Officer or employee may be appointed by the Council to act in the post and to assume either fully or in part the duties and responsibilities thereof.

(ii) Acting Allowances shall be payable to an Officer or employee which shall be set out by the Clerk.

Overtime Allowance

3.6 (i) In respect of work carried out in excess of the normal hours of work an employee shall be paid overtime at the following rates:

- (a) for work carried out in excess of the normal weekly hours of work –

- (i) for the first one and half hours: at a minimum rate equal to $1\frac{1}{4}$ time the normal hourly rate;
 - (ii) in excess of one and half hours: at a minimum rate equal to $1\frac{1}{2}$ times the normal hourly rate;
- (b) for work on public holidays or Sundays: at a minimum rate equal to $1\frac{1}{2}$ time the normal hourly rate;
- (c) for work (other than work as a night watchman) carried out at night between 6.30 pm to 6 am in excess of the normal weekly hours of work: a minimum rate equal to $1\frac{3}{4}$ time the normal hourly rate.
- (ii) Payment in respect of work carried out during 6.00 pm to 6 am shall not include any extra payment.
 - (iii) Every overtime work must be consulted upon and agreed between the staff and the immediate supervisor or the town clerk.

3.7 The following Officers shall not be eligible for overtime allowances in respect of work carried out in excess of the normal hours of work:

- (a) Town Clerk;
- (b) Duty Town Clerk;
- (c) Senior Health and Environmental Officer; and
- (d) Senior Town Planning Officer.

Days and Hours of Work

- 3.8 (i) The weekly working hours shall be as follows:
- (a) Officer – Monday to Friday ($36\frac{1}{4}$ Hours)
 - (b) employee – Monday to Saturday morning (39 Hours)
- (ii) The daily working hours shall be as follows:
- (a) 7.30 and to 11.30 am,
 - (b) 1.30 pm to 4.30 pm.
- (iii) The limit of hours of work provided for above may be exceeded -
- (a) in cases of urgent work to be done or in cases of emergency (including funeral services).

(iv) Work hours are meant for the purpose of progressing work ,or work related agendas not personal or family affairs or business ; and staff are not to run personal errands during working hours or use working time to advance their personal interests and business.

(v) Staffs who are found using working hours to progress personal affairs and or business may be warned , suspended , or have their employment terminated.

3.9 The Council may approve flexible working hours according to the number of hours required per week.

CHAPTER 4 – COUNCIL VEHICLES – TRANSPORTATION ALLOWANCES

4.1 The Council shall not be responsible for the transportation of its Officers or employees to and from their homes and the place of work.

4.2 No transportation allowance shall be paid by the Council for such travelling to and from work.

4.3 Any Officer or employee who uses his private vehicle regularly and frequently on official Council's duty shall be entitled to a commuted mileage allowance which shall be approved by the Council.

4.4 (1) All Council's vehicles, other than the Mayor and Town Clerk's official Council's vehicles, may not be parked at the homes of the Officers or employees or used for transportation to their homes.

(2) The keys of all vehicles shall be returned to an Officer or employee appointed by the Council for this purpose for safe keeping at nights and during weekends and public holidays and shall not be entrusted to anyone else unless so ordered by the Council for official purposes.

4.5 Official Council's vehicles shall not be used for transporting private individuals without the consent of the Council.

4.6 Official vehicles, other than those of the Mayor and the Town Clerk, shall be available for the transportation of any Officer or employee for official council duties and such Officer or employee is authorized by the Council to use the vehicle.

4.7 The unauthorized use of official Council's vehicles shall give rise to disciplinary action and the Council shall not accept any liability whatsoever for any damage or injury suffered or inflicted by any Officer or employee whilst using the vehicle without authorization for private uses.

4.8 Any Officer or employee involved in an accident whilst driving an official Council vehicle shall report the matter to the Council.

CHAPTER 5 – GENERAL CONDUCT

5.1 Officers and employees may be employed on such suitable duties as the Council may decide according to their abilities and are liable to be posted to any duty station within the urban area of the Council.

5.2 Notwithstanding sub-paragraph 3.8 (iv) and (v) , Officers and employees are prohibited from engaging in private work for gain, or running commercial undertakings themselves, or owning an interest in such undertakings unless permission is granted by the Council.

5.3 Officers and employees are not allowed to conduct private business in official time.

5.4 An Officer or employee shall attend work at the official times and shall not absent himself during working hours without permission from the Town Clerk or relevant Head of Section.

5.5 Frequent short absences amount to inefficiency and misconduct and persistence in such behavior may lead to disciplinary action.

5.6 All unjustified absences from duty of more than half a day shall be without salary.

5.7 An Officer or employee absenting himself from his duties without leave for one week or more without giving a satisfactory explanation to the Town Clerk renders himself liable to dismissal.

5.8 An Officer or employee who fails to return to duty after leave without giving a satisfactory explanation within one week is also liable to dismissal.

5.9 All Officers and employees are prohibited from giving or receiving gifts or presents in the course, or as a result, of their duties or by virtue of their official position, whether such gifts or presents are in the shape of money, goods, services, free passages or other benefits. This regulation applies to members of Officers' and employees' families but does not apply to gifts of personal friends not received in the course or as a result of Officers' and employees' duties or by virtue of their official position and does not apply to promotional goods.

5.10 The consumption of alcoholic beverages on duty or on the Council's premises is prohibited.

5.11 All Officers and employees are forbidden to disclose without authority to any private person or organization any information which comes into their possession in the course of the performance of their duties, whether such information is confidential or not.

5.12 All Municipal Officers and employees have a duty to protect the security of the Council's premises and to ensure that documents, offices and Council's property are all properly looked after and protected.

5.13 All Municipal Officers and employees are prohibited from public speaking, broadcasting, or engaging in public controversy on political or Council matters without authorization from the Council. They should not seek to use their public office or status for political or sectional purposes. They should not in any manner whatsoever conduct themselves in such a way as to bring their office or the Council into disrepute.

5.14 Council premises shall not be used for political activities, e.g. meetings, or the display of posters or notices, or distributions of pamphlets, etc. without the express permission of the Council.

5.15 All Officers and employees shall not engage in any political or trade union activities during official working hours without the express permission of the Council. An authorization of absence may be granted each year to a representative of the Municipal Trade Union for attending a general meeting of the "Vanuatu Trade Union Congress", providing this absence does not exceed five (5) working days.

5.16 (i) If an Officer or employee wishes to stand for election to Parliament or to a Local Government Council or to the Council, the Council may grant him leave of absence without pay for up to two months before the date set for the elections. Such leave may be regarded as vacation leave in order to cover all or part of the absence of the Officer or employee concerned. If the Officer or employee fails to be elected, he shall be required to resume duty at the first opportunity after the date of the declaration of the results of the election.

(ii) If the Officer or employee is elected, his post becomes vacant, and the Council may advertise under the normal procedures to fill such vacancy.

5.17 The Town Clerk is responsible for reporting to the Council any cases of an Officer or employee's serious pecuniary embarrassment which could jeopardize the reputation of the Council.

5.18 An Officer or employee who has been charged with a criminal offence shall be suspended from duty without pay until acquitted by the Court.

5.19 A personal file shall be kept on every Officer and employee and shall include an annual report by the Town Clerk on the quality of service of the Officer or employee concerned.

CHAPTER 6 – DISCIPLINE

6.1 Any Officer or employee of the Council who fails to comply with the provisions of Chapter 5 of these Staff Regulations shall be guilty of a disciplinary offence.

6.2 Notwithstanding the previous paragraph every Officer or employee of the Council commits a disciplinary offence for the purpose of disciplinary proceedings who –

(a) by any willful act or omission fails to comply with the requirements of the Act or of any order hereunder or of any official instrument made under the authority of the Council or of the head of the section in which the Officer or employee is employed;

(b) in the course of his duties disobeys, disregards or makes willful default in carrying out any lawful order or instruction given by any person having authority to give the order or instruction or by word or conduct displays insubordination;

(c) is negligent, careless, indolent, inefficient, or incompetent in the discharge of his duties;

(d) behaves in a manner calculated to cause unreasonable distress to other Officers or to affect adversely the performance of their duties;

- (e) uses intoxicating liquors or drugs to excess or in such manner as to affect adversely the performance of his duties;
- (f) improperly uses or removes property, stores, monies, stamps, securities or negotiable instruments for the time being in his official custody or under his control, or fails to take reasonable care of any such property, stores, monies, stamps, securities or negotiable instruments;
- (g) otherwise than in the proper discharge of his duties directly or indirectly discloses or for private purposes uses any information acquired by him either in the course of his duties or in his capacity as an Officer or employee;
- (h) absents himself from his office or from his official duties during hours of duty without leave or valid excuse, or is habitually irregular in the time of his arrival or departure from his place of employment;
- (i) is guilty of any improper conduct in his official capacity, or of any other improper conduct which is likely to affect adversely the performance of his duties or is likely to bring the Council into disrepute;
- (j) is guilty of any other offence prescribed from time to time by orders or regulations made under the Act.

6.3 Where the Clerk receives a report that an Officer or employee has committed a disciplinary offence and such disciplinary offence warrants his immediate suspension from carrying out his official duties, the Clerk may suspend the Officer on half salary and shall immediately report the suspension to the Council.

- (i) The Council shall either reject or confirm the suspension.
- (ii) Where the Council rejects the suspension the Officer or employee shall resume his duties.
- (iii) Where the Council confirms the suspension the Council shall give the Officer or employee adequate opportunity to answer any charges made against him.

6.4 If the Council finds that the charges do not result in any disciplinary punishment or if the punishment is a warning, the Officer or employee shall receive the salary withheld during his suspension.

6.5 The Council may impose any one or more of the following punishments as it shall think fit in accordance with chapter 9 of this manual:

- (a) warning;
- (b) reprimand;
- (c) suspension of increment;
- (d) demotion;

- (e) temporary suspension from employment, without pay, for a period not exceeding six months, with any consequential loss of retirement benefits or a part thereof;
- (f) dismissal and loss of retirement benefits in whole or in part.

CHAPTER 7 – STATUS AND LEAVE

7.1 (i) The status of Officers or employees may be one of the following:

- on active duty
- on annual vacation leave
- on leave without pay
- on sick leave
- on temporary secondment
- on leave for sporting or other purposes

(ii) An Officer or employee elected in a representative capacity shall be allowed the necessary time in which to carry out the functions of his office.

Annual Leave

7.2 (i) Serving Officers and employees shall be entitled to annual leave with salary of 21 working days in each complete year of service.

(ii) Leave may be accumulated only over a period of two years and may be taken in whole or in several parts according to the needs of the Council.

(iii) An Officer or employee leaving the Council without completing a full year of service shall be entitled to leave proportional to the service completed.

(iv) The value of any leave taken but not earned shall be deducted from monies due to the Officer or employee if he leaves the service of the Council before completing the year.

Leave Without Salary

7.3 (i) Leave without salary of not more than 6 months may be granted by the Council on grounds of urgent matters, family affairs, etc.

(ii) Leave without salary shall not constitute a break in service for the purposes of continuity of service, but shall not count as qualifying service (promotion).

(iii) An Officer or employee on leave without salary may be replaced by a temporary appointment.

(iv) Leave without salary may be granted to cover extended sickness, which, after 6 months, shall require the Council to determine his employment status.

Sick Leave

7.4 (i) An Officer or employee is entitled to sick leave of 27 working days per year.

(ii) An absence of more than 24 hours for health reasons shall be covered by a medical certificate submitted within three working days.

(iii) Periods of absence of more than 24 hours which are not covered by a medical certificate shall be treated as absence without leave and shall be without pay.

(iv) Sick leave as set forth hereinabove shall be treated as effective service and shall be leave-earning, unless otherwise provided hereinafter.

(v) An Officer or employee who is absent due to sickness lasting more than 54 working days shall be examined by a doctor of the Health Department who may recommend an extension of the Officer or employee's leave without salary not exceeding 27 working days. At the end of such extended sick leave, the Officer or employee concerned shall provide a medical certificate stating that he is fit to resume duty. An Officer or employee who is on extended sick leave may, subject to approval by the Council, be released for a period of one year without pay.

Maternity Leave

7.5 Maternity leave on full salary of up to six weeks before and exactly six weeks after the estimated date of confinement will be granted to female Officers or employees on presentation of a medical certificate indicating the date of confinement. Maternity leave shall count as effective service. Any extension of maternity leave will be treated under the same rules as for sick leave.

Compassionate Leave

7.6 Leave of two days on full salary shall be granted to Officers and employees on the occasion of their marriage and four days on the death of a parent or a child. Leave of 1 day on full salary shall be granted to a father on the occasion of the birth of his child.

Occupational Accident

7.7 Compensation for occupational accidents shall be under the responsibility of the Council subject to the policies set out, for this purpose, by the Council and specified in the terms of employment.

Medical Expenses

7.8 (i) In excess of such sick leave period given, the Council may grant to an Officer or employee a loan to cover medical expenses which loan shall be repayable from deducting the salary of the Officer or employee concerned.

(ii) An Officer or employee may with the approval of the Council be granted assistance for medical treatment overseas.

Special Leave for International and National Sporting, Cultural and Other Events

7.9 (i) When an officer or employee of the Council is elected as a member of a cultural body or sports team (which team for the purpose of these rules may include not more than one official and one trainer), to represent Vanuatu, Tafea or LTMC with the approval of the appropriate governing authority for the sport or activity, at meetings of international status, he may, with the approval of the Council, be granted special leave with full pay in accordance with the following table. Such leave shall not be deductible from normal leave entitlement, and shall count as effective service, i.e. will be leave-earning.

Table

(a) Major international meetings involving more than one other country. Examples: South Pacific Games, International Scout Jamboree, etc.	Leave for the duration of the meeting.
(b) Meetings of lesser importance Example: events involving one other country.	Leave for up to 5 calendar days
(c) Local selection or training event in Vanuatu to form a team for an international or national meeting.	Leave for the duration of the event, or for 5 days as applicable according to whether the meeting is in (a) or (b) above.

(ii) For an international meeting in which the Officer or employee is selected to represent, not Vanuatu, Tafea, or LTMC, but a sporting or other association he may, with the approval of the Council, be granted leave to be counted against his normal leave entitlement.

CHAPTER 8 – TRAINING AND COURSES

8.1 (i) The Council is responsible for the selection of those to undergo training course in Vanuatu or overseas.

(ii) Where an Officer or employee is required to undertake a course of training outside Vanuatu lasting for two months or less, it shall be regarded as duty.

(iii) An Officer or employee wishing to undertake a correspondence course in a subject related to his official work may apply to the Council for approval to undertake such course.

- (iv) Any approved absences from duty to take examinations will be deducted from leave.
- (v) An Officer or employee who successfully completes a course of training and/or examination shall not have an automatic right to promotion or advancement of any kind, but his training and qualifications will be taken into account when he is under consideration for promotion.
- (vi) On successful completion of an approved course and the examination thereof, the Officer or employee may claim reimbursement of the tuition and examination fees, and the cost of necessary books and material specified by the course authorities.

CHAPTER 9 – TERMINATION OF SERVICE

- 9.1 The normal retiring age is 55 years.
- 9.2 Disciplinary procedure is prescribed under Chapter 6 of these Staff Manual.
- 9.3 Retirement on medical grounds may be granted by the Council on the production of a report by a medical officer that an Officer or employee is unfit on medical grounds to continue working.
- 9.4 The service of an Officer or employee may be terminated by giving due notice in accordance with the terms of his engagement, and if no period of notice is specified therein, by giving three months' notice or three months' salary in lieu of notice.
- 9.5 An Officer or employee wishing to leave the service of the Council shall give three months' notice or three months' salary in lieu of notice to the Council.

Death in Service

- 9.6 In the event of the death of an Officer or employee during the course of his service the Council shall pay to his legal personal representative a sum equivalent to twelve months salary.

Unsatisfactory Performance

9.7 Notwithstanding paragraph 6.2 (c) of this regulations , Termination resulting from failure of a staff member to meet minimum performance standards, complete tasks in a timely competent manner or maintain adequate attendance or punctuality record prior to termination for unsatisfactory performance, the Town Clerk and the relevant line manager will make every effort to work with the employee to resolve their performance problems. The following steps will be followed:

- Employee Termination. A voluntary termination made by a staff member for any reason he or she chooses
- A regular staff member is expected to give minimum notice as stipulated in their contracts
- An employer is entitled to deduct any monies due to an employee not to give notice in accordance with the terms of this Agreement

Written warning

9.8 Notwithstanding paragraph 6.2 (c) and 6.3 of this regulations , Termination resulting from the failure of a staff member to meet minimum performance standards , complete tasks in a timely, competent manner or maintain an adequate attendance or punctuality record .Prior to termination for unsatisfactory performance , the Town Clerk and the line manager will make every effort to work with the employee to resolve their performance problems. The following steps will be followed:

- First offence: Verbal Warning (with a note in the employee's file)
- Second offence : Written warning (with a copy in the employee's file)
- Third offence : Written warning to employee (with a copy placed in the employee's file) and employee placed on 3 months probation (during which time performance must improve). If performance is not improved by the end of the probation period, the officer or employee shall be suspended without pay.
Final Action : If performance is not improved after suspension, termination from employment will result. Any staff member who has once before been placed on suspension, shall be terminated from work without pay or due notice.

Reduction in staff

9.9 Termination resulting from job elimination due to reorganization, restructuring or financial considerations. The full council determines terminations. Any contract staff member so affected will be given the agreed notice period as stipulated in the employment contract inclusive of annual leave.

CHAPTER 10 – SUPERANNUATION

10.1 The Council shall ensure that all Officers and employees in the service of the Council shall register to be members of the Vanuatu National Provident Fund.

CHAPTER 11 – GRIEVANCES

11.1 A grievance is a request by a staff member for action from the next level of management about their complaints if they have had no resolution from their supervisor within ten (10) working days.

11.2 Every staff member has the right to expect save and healthy working conditions and fair and equitable treatment under the laws , rules and regulations of this country.

11.3 Every staff member has the right to seek settlement of problems, complaints , and grievances without fear of restrain , interference , coercion , discrimination , or reprisal.

CHAPTER 12 – GAMBLING

12.1 Staff members should not, while on council property or during council duty, engage in any form of gambling, including the operation of a gambling device , lottery ,pool, or game for the gain of money or property.

12.2 Staff members found to be gambling during work will be warned , suspended , and/ or terminated.

CHAPTER 13 – SMOKING

13.1 This council provides a smoke free environment for all employees.

13.2 Smoking is not permitted inside the offices or council's vehicles.

13.3 Smoking is only permitted outside the office area during appropriate and scheduled work breaks.

CHAPTER 14 – STAFF DEVELOPMENT

14.1 This council encourages all of its employees to improve their job effectiveness and efficiency.

14.2 Individual employees will be asked to take part in such courses as appropriate and in some cases job training may take place at another locations within or outside Vanuatu ; and

14.3 In such cases the staff member will be paid their regular salary plus peridium; and upon return the staff member will be expected to prepare a written report on the training received , implement and share new skills with other employees.

14.4 In cases where other organizations providing the training, etc, have provided the above-mentioned peridium in half, the council shall meet the rest including the employee's regular salary.

CHAPTER 15 – STAFF MEETINGS

15.1.1 The Town clerk will be responsible for convening regular staff meetings that combines every council heads of units or departments within the administration.

15.1.2 The heads of units or departments may then convene their own respective meetings with the staff under their authority.

15.2 Staff meetings must be held 3 or 4 times annually

15.3 The clerk is responsible for the agenda and is the chair person unless he or she is away in which case the next highest officer in line is to chair the meeting.

15.4 The clerk or person acting on his or her behalf shall appoint such member of the staff to take minute of meetings.

15.5 The purpose of staff meetings is to :

- Discuss business and project plans
- Set work objectives and travel timetables
- Work out internal office problems
- Other such matters as deemed necessary by the clerk

CHAPTER 16 – PUBLIC HOLIDAYS

16.1 Staff, except those mentioned under Chapter 3.7, will be given paid leave for all gazette public holidays. Staff are entitled to statutory holidays without deduction of pay.

16.2 If a staff member is required to work on a public holiday he/she is entitled to time off in lieu to be taken in consultation with the town clerk and line manager.

16.3 If a public holiday falls within an employees leave period the public holiday is not counted as a leave day. These extra days can be used as part of the same leave application or can be saved to be used within the 12 months of employment.

CHAPTER 17 – OCCUPATIONAL HEALTH AND SAFTY

Office keys

17.1.1 Office keys will be available to all heads of units or departments. Only the Town clerk will be responsible for the keys to the main door(s). Any head of units or departments wishing to use their office outside of normal working hours should make prior arrangements at least 24 hours prior to requesting office use.

17.1.2 In case of urgency for unforeseen matters, the 24 hours time period shall not apply. However, the Clerk should be duly notified of such urgency.

Office supplies equipment and services

17.2 Permission to use the council's resources is a privilege not a right. Failure to observe the courtesies and rules associated with such privileges will result in repercussions.

17.3 Use of computer , telephone , fax , and email is available to staff for work related business but staff wishing to use these for personal use should contact the immediate supervisor or the clerk for approval and costs; Staff may use office equipment for non-work-related business during lunch hours or out of normal work hours.

Filing

17.4 All council inward and outward mail (post and email) must be copied to the general running file and the appropriate section or project file ; General correspondence , All outward correspondences (letters ,fax ,email) must have the following information: Running file number ,date, extra copies (appropriate section and project) signature of clerk and section manager .

CHAPTER 18 – REPEAL AND SAVINGS

18.1 (i) All previous Staff Orders, Regulations or instructions are hereby repealed.

(ii) Officers and employees appointed to posts in the service of the Council shall, from the coming into operation of these Staff Regulations, continue in such posts.

ANNEX I

INDEXED SALARY SCALES
(CHAPTER 3 Paragraph 3.4)

STAFF	CAT.	SCALE	MONTHLY SALARY	ANNUAL SALARY	PERIOD OF INCREASE
Messengers, Telephonists, Cleaner, General worker	A	1	30,000	360.000	1 Year
		2	32,000		
		3	34,000		
		4	36,000		
		5	38,000		
		6	40,000		
		7	42,000		
		8	44,000		
		9	46,000		
		10	48,000		
Office Clerk, Warden	B	1	30.000	360.000	1 Year
		2			
		3			
		4			
		5			
		6	55.000		
Assistant Account, Typist, Assistant Head of Department,	C	1	33.000	396.000	1½ Year
		2			
		3			
		4			

LAWS OF THE REPUBLIC OF VANUATU
Consolidated Edition 2006

MUNICIPALITIES (Statutory Orders)

[CAP. 126]

5
6 65.000

STAFF	CAT.	SCALE	MONTHLY SALARY	ANNUAL SALARY	PERIOD OF INCREASE
Secretary Typist, Mechanic, Accountant	D	1	44.000	528.000	1½ Year
		2			
		3			
		4			
		5			
		6			
			67.000	804.000	
Head of Department Technician, Treasurer	E	1	55.000	660.000	1½ Year
		2			
		3			
		4			
		5			
		6			
			78.000	936.000	
Assistant Town Clerk Engineer	F	1	65.000	780.000	2 Year
		2			
		3			
		4			
		5			
		6			
			93.000	1.116.000	
Town Clerk	G	1	100.000	1.200.000	2 Year
		2			
		3			
		4			
		5			
		6			
			120.000	1.440.000	

LABOURERS	CAT. SCALE	MONTHLY SALARY	ANNUAL SALARY	PERIOD OF INCREASE
<u>Year</u>				
1		30.000	360.000	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				1 Year
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22		40,000		


Made at Lenakel this 14 day of July, 2014



Lord Mayor
Reginald Tangap



Administrator
Nakau Manakel



Deputy Mayor
Nakou Samuel

Approved by the Minister of Internal Affairs, this 22 day of October, 2014.



Hon. CHARLOT Salwai (MP)