

HEALTH COMMISSION OF NEW
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(Mr. Williamson)

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Disciplinary Interviews - Section 14A Employees.

The Commission has approved of the following guidelines being adopted in respect of disciplinary interviews involving Section 14A employees. These guidelines are intended to apply to fact-finding interviews which might be expected to form the basis of a recommendation for the Commission to take disciplinary action against the officer concerned. The guidelines are not intended to apply to normal day-to-day supervisory disciplinary interviews in respect of minor breaches, such as poor attendance or attitudes to work.

GUIDELINES

1. Except in cases of urgency, any officer or employee who is called for interview in connection with a breach of discipline committed by or within the knowledge of that person may have present at the interview as an observer, a union representative or an independent person. The wishes of the person being interviewed are to be sought in this regard.
2. No more than two officers are to conduct such an interview on behalf of the employing authority.
3. Interviews should be recorded but only with the knowledge of the person interviewed. Wherever possible, interviews are to be recorded verbatim by a stenographer. Only in special circumstances, where it is necessary to conduct an interview at short notice and a stenographer is not available, is a tape recorder to be used. Should the person being interviewed not consent to the use of a tape recorder, or in any other circumstance where a verbatim record is not possible, every effort should be made to record the interview to the best of the interviewing officer's ability.

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4. The person interviewed is to be requested to read and sign a copy of the record of the interview but should he/she decline to do so, no further action is to be taken in this regard other than to record the request and the refusal.
5. All persons interviewed should be given a copy of the record of their interview at the completion of the initial investigation.
6. Where any uncertainty exists as to the appropriate procedures to be followed in any particular case the advice of the Industrial Relations Division should be sought by telephone.

K. R. BROWN,
Secretary.