Scope
This policy and procedure manual encompasses all conditions of employment implemented by the Bega Valley Shire Council, for both indoor and outdoor staff; ranging from recruitment and selection to discipline and post-employment.

Purpose
- To provide a workplace that is free of discrimination with fair and equitable conditions of employment that attract and retain appropriately skilled staff and promote learning, transparency and a high level of ethics.

Definitions
Nil

Legislative requirements
Equal Employment Opportunity Act 1987
Local Government Act 1993
Anti-discrimination Act 1997
NSW Industrial Relations Act 1996
NSW Work Health & Safety Act 2011
Local Government (State) Award 2010
Local Government (Electricians) State Award 2007
Workers Compensation Act 1987
Workplace Injury Management and Workers Compensation Act 1998
Fair Work Act 2009

Policy Statement
Bega Valley Shire Council will address the matter of ‘Employment Conditions’ in a systematic manner by:
- Ensuring the recruitment and selection of staff is based on merit with proper regard for the principles and objectives of equal employment opportunity.
- Maintaining an effective salary system that achieves maximum internal equity between positions, rewards the acquisition of skills and performance and, at the same time, ensures that salary levels attract and retain skilled staff.
- Encouraging programs to promote Aboriginal and Torres Strait Islander employment opportunities.
- Providing organisational development programs that contribute to achieving corporate objectives.
- Providing a consistent procedural basis for all employment related issues to be considered
- Instilling a high level of ethics and transparency into all service delivery activities and decision-making.
- Maintaining programs that meet all statutory employment requirements
Policy Version Control

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<th>Conditions of Employment</th>
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<td>5.04</td>
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<tr>
<td>Department</td>
<td>Organisational Development and Governance</td>
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<tr>
<td>Function</td>
<td>Human resource management, risk management, work health and safety, pay and conditions</td>
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<td>Key theme area</td>
<td>A Leading Organisation</td>
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<td>CSP Position Statement(s)</td>
<td>All</td>
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<td>5</td>
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<td>Adopted</td>
<td>8 June 2010</td>
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<td>May 2017</td>
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Procedures, guidelines and supporting documents

5.04.0  Workplace Injury Management
5.04.1  Leave
5.04.2  Recruitment and appointment
5.04.3  Outside employment
5.04.4  Service Awards
5.04.5  Uniform and Corporate Wear
5.04.6  Issues of reference
5.04.7  Telephone expenses
5.04.8  Grievances and disputes
5.04.9  Hours of duty
5.04.10 Disciplinary Action
5.04.11 Exit interviews
5.04.12 Loss/damage of Council property
5.04.13 Overtime
5.04.14 Employee training and development
5.04.15 Salary administration
5.04.16 Higher grade duties
5.04.17 Workplace diversity/Equal Employment Opportunities (EEO) and management plan
5.04.18 Aboriginal employment
5.04.19 Motor vehicle leaseback
5.04.20 Long service leave
5.04.21 Relocation expenses
5.04.22 Emergency services volunteers and retained fire fighters
5.04.23 Staff attraction and retention
5.04.24 Variable work arrangements
5.04.25 Retirement planning seminars
5.04.26 Transition to retirement
5.04.27 Catastrophic weather warnings – leave
5.04.28 Reservists
5.04.29 Confirmation of employment
5.04.30 Salary packaging
5.04.31 Council motor vehicle – commuter use (home garaging)
5.04.32 Use of Private Vehicles
5.04.33 General Manager Conditions of Employment

**Related BVSC policies**

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Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council’s website [www.bega.val ley.nsw.gov.au](http://www.bega.val ley.nsw.gov.au)