Procedure 5.04.32 General Manager Conditions of Employment

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<th>Department</th>
<th>Executive</th>
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<td>Responsible Officer</td>
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Background
The Division of Local Government and the Department of Premier and Cabinet provide direction regarding the employment of General Managers in their Guidelines for the Appointment and Oversight of General Managers. These are Director General’s Guidelines issued pursuant to section 23A of the Local Government Act 1993.

The Standard Contract of Employment for General Managers of Local Councils in New South Wales is inclusive of these Guidelines which outlines several conditions of employment including:

- Term of employment
- Renewal of appointment
- Duties and functions
- Performance agreement and review
- Remuneration
- Leave
- Termination
- Termination Payments
- Expenses and credit cards
- Intellectual property
- Confidential information

Additional employment entitlements
Further to the conditions of employment set out in the contract; Council has adopted additional Procedures as part of the Terms and Conditions of Employment Policy 5.04 that are also relevant to the employment of the General Manager. These are:

- Telephone expenses 5.04.7 (j)

  The General Manager may be eligible to receive reimbursement of a landline telephone rental if they are able to demonstrate they reside in an area without an adequate mobile network signal.

- Work Related Vehicle Management 5.08.2
The General Manager is entitled to a Benefit Related Vehicles (BRVs) which can be exchanged for an allowance if they choose to use their own vehicle.

- **Relocation expenses 5.04.21**  

  Reasonable expenses for the removal of furniture and effects on taking up an appointment may be paid by Council. Three quotations are to be submitted and the reimbursement will be based on the lowest quote. Fifty percent of any re-imbursement will be repayable to Council in the event that the employee terminates their employment within two years of commencement.

Council may subsidise accommodation rental expenses of up to $200 per week for a maximum period of six months. The amount and period of the subsidy is at the discretion of the Mayor.

- **Salary packaging 5.04.30**  

  Salary packaging options are available to the General Manager. The salary packaging options are managed externally by EPAC. EPAC conduct information sessions regarding the approved items/products available for salary packaging, establishing, administration (including FBT) and monitoring of each individual employee’s salary packaging arrangement.

**Provision of mobile phones and desktop/laptop computers and tablets**

The General Manager will be provided with either a laptop or desktop and tablet with internet, email and business paper capacity and other support equipment such as printers. Applications that are placed on the tablets are to be authorised for corporate use.

Council can provide the General Manager with a mobile phone which includes payment of phone charges. This phone will not necessarily be a smart phone. If the General Manager would like to use their own phone they are able to do this under the Bring Your Own Device (BYOD) procedure that Council has in place. Council will reimburse up to $80 per month of their phone contract.


**Approval of additional employment conditions and contract of employment**

Delegation for the negotiation, approval of additional employment conditions and the General Managers employment contract are held by the Mayor of the Bega Valley Shire Council.