

Policy 6.04 Conditions of Employment

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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1.1 Introduction

1.1.1 Scope

This policy outlines the conditions of employment principles implemented by the Bega Valley Shire Council (BVSC) for indoor and outdoor officers (staff); contractors and volunteers. It covers the functions of advertising vacant positions, recruiting and selecting candidates for employment and discipline and post-employment.

1.1.2 Purpose

To provide a positive, professional workplace that is free of discrimination and has fair and equitable conditions of employment that attracts and retains appropriately skilled staff. As an employer we promote and support learning, transparency and a high level of ethics.

1.2 Definitions

Nil.

1.3 Legislation

- *Local Government Act 1993*
- *Anti-discrimination Act 1997*
- *NSW Industrial Relations Act 1996*
- *NSW Work Health & Safety Act 2011*
- *Local Government (State) Award 2020*
- *Local Government (Electricians) State Award 2018*
- *Workers Compensation Act 1987*
- *Workplace Injury Management and Workers Compensation Act 1998*
- *Equal Employment Opportunity Act 1987*
- *Fair Work Act 2009*

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will provide and promote professional employment conditions for prospective, current and future employees 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 equity between positions, rewards the acquisition of skills and performance and ensures 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 employment related issues .
- Instilling a high level of ethics and transparency into all service delivery activities and decision-making.
- Maintaining workforce programs that meet all statutory employment requirements.

1.4.2 Responsibilities

1.4.2.1 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The CEO is responsible for ensuring the provisions of Section 335(i) of the *Local Government Act 1993* is met with regard to directing and dismissing staff. This includes recruitment and appointment of the Leadership Executive Group (LEG) as well as approval of staff other than senior leadership positions.

The Leadership Executive Group (LEG) will adhere to the provisions of Section 335(i) and comply with the adopted conditions of employment policy and supporting procedures of Council as the framework that reflects requirements of legislation and relevant industrial instruments.

1.4.2.2 People and governance team

The People and governance team will coordinate all conditions of employment activities, including job design and analysis, salary administration, advertisement, recruitment and selection, training, development and performance management.

The Conditions of Employment policy and associated procedures will be implemented in consultation with all staff, contractors, and volunteers of council.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.04.0	Return to work program: work related injury management	Internal
6.04.01	Leave	Internal
6.04.02	Secondary Employment	Internal
6.04.03	Service Awards	Internal
6.04.04	Telephone expenses	Internal
6.04.05	Grievances and Disputes	Internal
6.04.06	Hours of Duty	Internal
6.04.07	Disciplinary Action	Internal
6.04.08	Loss or Damage of Council Property	Internal
6.04.09	Overtime	Internal
6.04.10	Salary administration	Internal
6.04.11	Higher Grade Duties	Internal
6.04.12	Workplace Diversity - Equal Opportunities (EEO) Management Plan	External
6.04.13	Available numbering - revoked procedure	Internal
6.04.14	Emergency services volunteer and retained fire fighters	Internal

Procedure No.:	Procedure Name	External or Internal Procedure
6.04.15	Variable work arrangements	Internal
6.04.16	Reservists	Internal
6.04.17	Salary Packaging	Internal
6.04.19	Chief Executive Officer (CEO) conditions of employment	Internal
6.04.21	Council motor vehicle - commuter use (home garaging)	Internal
6.04.22	Reasonable use of admin resources	Internal
6.04.23	Uniform, Corporate Wear and Acceptable Dress Standards	Internal
6.04.24	Recruitment and Selection	Internal
6.04.25	Employee training and learning	Internal
6.04.25-1	Trainees and Apprentices	Internal
6.04.25-2	Cadets	Internal
6.04.25-3	Further Education Assistance	Internal
6.04.26	Induction	Internal
6.04.27	Aboriginal Employment	Internal
6.04.30	Transition to Retirement	Internal
6.04.31	Cashing out excess Long Service Leave (LSL)	Internal
6.04.32	Confirmation of Employment	Internal
6.04.33	Issue of references	Internal
6.04.36	Home Based Work	Internal

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.01	Governance
6.02	Behaviour of Councillors and staff
6.05	Work Health and Safety

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website: