

## Policy 6.04 Conditions of Employment

<b>Directorate</b>	Business and Governance
<b>Responsible Officer</b>	Director Business and Governance

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### Record of Administrative Amendments

<u>Amendment Version No.:</u>	<u>Description of Administrative Amendment</u>	<u>Date Reviewed</u>
<u>7.2</u>	<u>Version placed on public exhibition (D25/37315)</u>	<u>May 2025</u>
<u>87.1</u>	<u>Review of policy in accordance with Section 165 of the Local Government Act 1993</u> <u>Workshopped with Councillors on 2 April 2025.</u>	<u>21/03/2025</u>
<u>7.0</u>	<u>Adopted by council (D22/110454)</u>	<u>16/11/2022</u>

# 1 Introduction

## 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.~~

The policy demonstrates direct commitment to the following strategic guiding principles:

- Equitable and inclusive | we consider the needs of all stakeholders; nurturing a culture of collaboration, consultation and communication in council business practices and service delivery and demonstrating organisational values
- Responsive | improved organisational agility to respond to emerging and unexpected changes for our workforce
- Transparent | commitment to open communication with our employees relating to their conditions of employment
- Financially sustainable | provision of services are 'fit for purpose', our conditions are competitive in the local employment market and our workforce is managed within council's adopted budgets
- Accountable | robust performance management with clear roles and responsibilities.

## 1.2 Purpose

To provide fair and equitable conditions of employment to attract and retain appropriately skilled workers in a positive, safe, and healthy way. 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.

## 1.3 Definitions

~~Nil.~~

<u>Word or term</u>	<u>Definition</u>
<u>Contractor</u>	<u>An individual or entity engaged to perform specific tasks or services under a contract. They operate independently because their conditions of employment are not governed by the Local Government (State) Award or Local Government (State) (Electricians) Award.</u>
<u>Employee</u>	<u>An individual hired by Council to perform a specific job in exchange for wages or a salary. The individual works under the direct or control of Council, who dictates the terms and conditions of employment under the relevant Award</u>
<u>Volunteer</u>	<u>A person who freely offers to take part in an activity or performs a service without receiving payment.</u>
<u>Workplace</u>	<u>A place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work.</u>

Word or term	Definition
<u>Worker</u>	<u>A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor, or volunteer.</u>

## 2 Legislation

- *Anti-discrimination Act 1977*
- *Equal Employment Opportunity Act 1987*
- *Fair Work Act 2009*
- *Local Government (Electricians) State Award ~~2018~~*
- *Local Government (State) Award 202~~30~~*
- *Local Government Act 1993*
- *NSW Industrial Relations Act 1996*
- *NSW Work Health & Safety Act 2011*
- *Workers Compensation Act 1987*
- *Workplace Injury Management and Workers Compensation Act 1998*

## 3 Implementation

### 3.1 Policy Statement

Bega Valley Shire Council will provide and promote professional employment conditions for prospective, current and future employees by:

- ~~E~~nsuring the recruitment and selection of staff is based on merit with proper regard for the principles and objectives of equal employment opportunity.
- ~~o~~ffering a thorough onboarding process of new employees to ensure they are well-prepared and supported in their roles.
- ~~M~~aintaining 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.
- ~~E~~ncouraging programs ~~to that~~ promote Aboriginal and Torres Strait Islander opportunity for diversity and inclusion. employment opportunities.
- ~~P~~roviding ~~organisational learning and~~ development programs that contribute to building and maintaining the skills and competency of people. achieving corporate objectives.
- ~~P~~roviding a consistent procedural basis for employment related issues.
- ~~I~~nstilling a high level of governance, ethics, and transparency into all service delivery activities and decision-making.
- ~~M~~aintaining workforce programs that meet all statutory employment requirements. ensuring a safe and healthy work environment is a priority, supported by robust health and safety policies and practices.
- encouraging open communication and actively seeking feedback from employees to continuously improve our workplace practices and conditions.

- maintaining workforce programs that meet all statutory employment requirements.

## 3.2 Responsibilities

### 3.2.1 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 employment framework, including the adopted conditions of employment policy and supporting procedures. Council's framework reflects the requirements of legislation and relevant industrial instruments.

### 3.2.2 People and ~~g~~Governance team

Reporting to the CEO and LEG, the People and ~~g~~Governance team will ~~coordinate~~ ensure the governance framework for conditions of employment at council are developed, administered, and maintained particularly with regards to:

- job design and analysis
- salary administration
- recruitment, selection, and onboarding new employees
- learning and development
- annual staff reviews
- performance management
- health, safety and wellbeing of staff

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.

## 4 Supporting documents

### 4.1.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.04.01	Leave	Internal
6.04.02	Secondary Employment	Internal
6.04.03	<u>Employee Reward and Recognition</u> <del>Service Awards</del>	Internal
6.04.04	Telephone expenses	Internal
6.04.05	Grievances and Disputes	Internal

Procedure No.:	Procedure Name	External or Internal Procedure
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
6.04.12	Workplace Diversity - Equal Opportunities (EEO) Management Plan	External
6.04.13	Return to work program - work related injury management	Internal
6.04.14	Emergency services volunteer and retained fire fighters	Internal
6.04.15	Flexibility for Work	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	Use of Council Motor Vehicles	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
6.04.27	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
<u>6.04.37</u>	<u>Workplace surveillance</u>	<u>Internal</u>
<u>6.04.38</u>	<u>Vehicle and Plant Telematics</u>	<u>Internal</u>
<u>6.04.39</u>	<u>Market Premium Allowance</u>	<u>Internal</u>

#### 4.1.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.01	Governance
6.02	Behaviour of Councillors and staff
<a href="#">6.03</a>	<a href="#">Risk management</a>
6.05	Work Health and Safety
<a href="#">6.11</a>	<a href="#">Records management</a>
<a href="#">6.18</a>	<a href="#">Fraud and corruption prevention</a>
<a href="#">6.28</a>	<a href="#">Delegations</a>

**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: