

# Policy



## Human Resources – employment conditions

Approved by Council: 21/08/2024

This policy outlines essential human resources conditions at Council, to complement the *Local Government (State) Award*.

**Safety**

**Teamwork**

**Accountability**

**Respect**

### Background

The *Local Government (State) Award* (the 'Award') is the principal industrial instrument that regulates the employment conditions and entitlements of Council staff.

In addition to the minimum entitlements set out in the Award, Council may provide its staff with more favourable or complementary employment entitlements and practices. These additional entitlements and practices are set out in this policy to provide certainty and consistent application to all current and prospective Council staff.

### Policy statement

To improve its ability to attract, develop and retain a diverse workforce, Council adopts and applies the following supplementary employment entitlements and practices –

#### 1. Nine-day fortnight

All full-time staff are entitled to participate in a rostered day off ('RDO') system of working hours, granting one working day per fortnight absence on accumulated time.

Council's customer service levels will not be diminished or affected by the participation of staff in the nine-day fortnight arrangement.

#### 2. Flexible Working Arrangements

All directly appointed Council staff regardless of employment status or tenure have the right to request Flexible Working Arrangements (FWA).

The eligibility criteria for FWA set out under the National Employment Standards and the Award will not limit the rights of Council staff under this policy.

Regard will be had to Council's operational obligations to ensure they are not diminished, prior to approving FWA.

FWA for labour hire staff must be negotiated and agreed with the appointing third-party agency.

#### 3. Salary System

Council endorses the Salary System requirements of the *Local Government (State) Award* which provides for a Salary System that sets out the system, design rules and salary structure applicable for all staff (excluding the General Manager).

#### 4. Progression Steps

Each position within Council, excluding the position of General Manager, is assigned a salary grade equivalent to the entry level rates of pay for the corresponding skill descriptor (band) under the Award.

---

In accordance with clause (ii) of Part 7 of the Award, the Salary System shall have a structure that complements the entry level rates of pay and skill descriptors in the Award by identifying grades. Each grade shall have a minimum entry level and four (4) skill steps that exceed the entry level rates of pay. Progression through the skill steps is based on the acquisition and use of skills, staff performance and/or achievement of performance objectives.

Salary increase on attainment of each skill step is calculated in accordance with the percentages outlined below:

Grade	Entry	Skill Step 1	Skill Step 2	Skill Step 3	Skill Step 4	Total Spread
1 to 21	Award and Salary System minimum	5%	4%	3%	4%	16%

#### Contact officer

People and Culture Manager

#### Related documents

#### Policies

N/A

#### Procedures

Human Resources Procedures Handbook  
Flexible Working Arrangements Guide

#### Legislation

*Fair Work Act 2009 (Cth)*  
*Local Government Act 1993 (NSW)*

#### Other

*Local Government (State) Award*

<b>Office use only</b>	File no.: F20/324-01	Next review date: 2 years	
Version	Purpose and description	Date adopted by Council	Resolution no.
1.0	Replacement to supersede 10 previous policies revoked at the 21/08/2019 Council meeting.	21/08/2019	60/19
2.0	Replaces policy dated 21/08/2019 and introduces new provision for flexible work arrangements	20/10/2021	55/21
3.0	Reviewed and re-adopted without change	21/08/2024	47/24