



## CONDITIONS OF EMPLOYMENT POLICY

POLICY GOAL	5	To ensure leadership and effective, efficient accountable management
POLICY SUB GROUP	5.5	Corporate Management
VERSION	3	
DATE ADOPTED	21 November 2017	
PLANNED REVIEW DATE	September 2021	



### Objectives

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.

### Policy

- 1 Ensure that the recruitment and selection of staff is based on merit with proper regard for the principles and objectives of equal employment opportunity.
- 2 Maintain 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 the salary levels attract and retain skilled staff.
- 3 Encourage programs to promote Aboriginal, disabled and cultural and language diverse (CALD) employment opportunities.
- 4 Provide a career development and training program which contributes to the development of future leaders and achieving the Council objectives.
- 5 Provide a consistent procedural process for all employment related issues to be considered.
- 6 Instil a high level of ethics and transparency into the work we do and the decisions we make for all service delivery activities and decision-making.
- 7 Maintain programs that meet all statutory employment requirements.

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## **Policy implementation procedures, guidelines and documents**

<b>Reference No.</b>	<b>Title</b>
5.5.1	Recruitment and Appointment
5.5.2	Other Employment and/or Business Declaration
5.5.4	Service Awards
5.5.5	Travelling, Accommodation and Sustenance Expenses
5.5.6	Issuing of References
5.5.8	Grievances/Disputes Handling
5.5.9	Hours of Work
5.5.10	Fit For Work
5.5.11	Disciplinary and Fair Treatment
5.5.12	Exit Process from Council
5.5.15	Public Interest Disclosure Internal Reporting
5.5.16	Complaints Against Council Employees
5.5.19	Study Assistance and Learning and Development
5.5.22	Higher Grade Duties
5.5.23	Performance Management
5.5.24	Equal Employment Opportunity and EEO Management Plan
5.5.26	Rewards and Recognition
5.5.27	Workplace Harassment and Bullying Prevention
5.5.29	Council Motor Vehicle Leaseback
5.5.32	Staff Attraction and Retention
5.5.33	Retirement Planning Seminars
5.5.34	Parental Leave
5.5.35	Dealing with Domestic Violence at Work
5.5.36	Alcohol and Other Drugs
5.5.38	Child Protection
5.5.39	Children in the Workplace
5.5.40	Corporate Uniform and Dress Code
5.5.41	Leave
5.5.42	Employee Assistance Program
5.5.43	Resignation Due to Ill Health
5.5.46	Human Resources Files
5.5.49	Smoking in the Workplace
5.5.51	Salary Packaging
5.5.52	Salary System

5.5.54	Work Experience and Placement
5.5.55	Working Alone
5.5.56	Working from Home
5.5.57	Workplace Surveillance
5.5.60	Phased Retirement Arrangement
5.5.62	Personal Relationships
5.5.63	Council Motor Vehicles Commuter Use (Home Garaging)
5.5.65	Staff Use of Plant and Equipment

### **Related Kempsey Shire Council policies**

<b>Policy No.</b>	<b>Title</b>
5.1	Behaviour of Councillors and Staff Policy
5.6	Work Health and Safety Policy
5.7	Return to Work Policy